1. **Senior Design Discussion – Jinger & Adam**
   - Senior Design feedback based on experience and observation was presented by Jinger and Adam as: struggles with interdisciplinary projects, lack of interdisciplinary projects, lack of project management and building.
   - Current issues and recommendations among academic departments:
     - Different class schedule. Recommendation to standardize the schedule for SD classes. Department Chairs will try fixing the class schedule for fall 2015.
     - No coordination with number of credit hours.
     - Instructors have different expectations.
     - CS has one SD course only: Project Design. Recommendation to change the name to Senior Design.
     - Recommendation to create a general Senior Design EGG course.
   - Current issues will be discussed with SD instructors and department chairs in a meeting next week.

2. **Departmental Review Space Survey – Jennifer McCarthy**
   - Departmental space survey report and distribution of handouts.
   - Department Chairs would be able to check their space report and make updates.
   - Archibus will incorporate images/pictures of the rooms.
   - Currently there are more than 180 employees without room assigned.
   - Archibus information needs to be updated monthly.

3. **Seminar Series – Brendan O’Toole**
   - Pending item for next meeting.

4. **Miscellaneous**
   - Dean Venkat informed that Controller’s Office reviewed and updated signature authority for department chairs. Department chairs have signature authority for all accounts under their departments.
   - Dean Venkat encouraged department chairs to support administrative assistants’ initiatives to become more service oriented to faculty and students. They have been recommended to cover lunch-breaks taking turns or hiring a student worker in consultation with their supervisors.