Administrative Managers Advisory Council
September 15, 2016
218 South Building
2:00 – 3:00 P.M.

Announcements:
- Trent Hopper – AMAC Representative, Social Sciences and Global Programs Division
- Sandy Staley – AMAC Representative, Fine Arts & Humanities Division
- Diana Deveraux – Department Manager, Global Studies
- Bill Palmieri-Guy – Department Manager, English/Comparative Literature; American Studies
- Rebecca Williams – Department Manager, IAH

Best Practices
- Ideas Needed

Discussion Topics:
- Dean’s Office Transition
- Expectations of AMAC
  - History of AMAC (PTAC)
  - AMAC Charter
  - Role of AMAC Members and Facilitators
  - Meeting Schedule
  - Agenda Topics/Best Practices
  - Feedback Mechanism
  - Questions? Suggestions?
- Draft Email Message from AMAC Members
  - Introducing yourself or reintroducing yourself
  - Reminding Managers of your role
  - Providing meeting dates for the academic year
  - Setting expectations

Questions/Concerns/Suggestions

Next Meeting
Thursday, October 20
2:00-3:00 pm
TBD