

Gallo, Adrienne

From: Carter-Dubois, Marie
Sent: Wednesday, November 13, 2024 1:13 PM
To: Whelan, Kathy; Molinary, Monica; Sierra, Mario; Treb Padula; Hicks, Ynez; Mayorova, Olga; Ortiz, Jesus
Cc: Gallo, Adrienne
Subject: Invitation re: Bi-Monthly Classroom Operations Work Group

Dear Colleagues:

I would appreciate your participation in a Bi-Monthly Classroom Operations Work Group that will monitor and oversee necessary repairs or operational issues that arise in the General Assignment Classrooms. In addition, the work group will develop a classroom refresh schedule that establishes a recommended sequence (by building and room number) for proposed improvements, along with a budget and a schedule. The refresh schedule should be developed in collaboration with the classroom technology subcommittee that was established by the Strategic Classroom Advisory Committee (SCAC). The Bi-Monthly Classroom Work Group shall document its activities and report findings to the SCAC no less than bi-annually.

Kathy Whelan and Monica Molinary have been asked to co-Chair this work group and will reach out soon for scheduling.

We are expecting the members to serve a two-year term. At the end of the term, we will assess who should rotate in or out based on resources available and current needs. It is my hope that you will be able to accept this appointment; please contact Adrienne Gallo (argallo@ucsd.edu) if you are unable to serve.

Best,

Marie

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