

To: Dr. Thomas Allen, Dean Graduate School and Professional Programs

From: PEP Unit Faculty Officers

Re: Schedule of activities on Study Day

Date: May 7, 2002

The PEP Unit Faculty Officers have received a few comments and emails related to the conflict of the PEP Unit Faculty meeting during the spring semester study day. Study day has traditionally been used for departmental and school business. The Provost has now scheduled a campus wide appreciation reception for study day and it overlaps with the PEP Unit Faculty meeting. Because the Provost's reception was announced so late there was no way to change the time of the PEP meeting, and the conflict caused catering problems for the PEP Unit.

The PEP Unit Officers would like you to discuss with the Provost if the Appreciation Reception is going to be an annual event, so that we can coordinate a better time for our faculty meeting.

We would also like to thank you for the assistance your office staff provided in carrying out the typing of PEP Unit business, and the arrangements that were made for our meeting. We appreciate their help beyond their normal job descriptions.