

From: Gregory Anderson andersong@smccd.edu

Subject: Reassigned Time Proposal meetings

Date: March 4, 2016 at 10:13 AM

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Good Day!

This message is going out to the faculty members who have requested reassigned time. I'm also copying IPC members and instructional deans, to keep everyone updated on the process.

As part of the reassigned time proposal process, I would like to offer the opportunity to discuss your proposal in detail. The IPC members, instructional deans, and others have provided input on each proposal. Now, I'd like to offer a meeting of about 30 minutes to discuss your proposal.

Please note that this is not a mandatory meeting, and you are open to bring additional resources or colleagues.

I have set up a form on which you can choose available times to meet. After you've had a chance to look at all the slots, please write your name and the proposal title into [the spreadsheet](#).

Please let Sarita or me know if you have any questions.

Thank you for your proposals, and I look forward to meeting with you!

Gregory Anderson

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