Offices Represented: Anthropology; Arts and Letters Computing; Center for Ethics and Culture; Center for Philosophy of Religion; Center for the Study of Languages and Cultures; Center for the Study of Religion and Society; Classics; College Seminar; Constitutional Studies; Creative Writing Program; Cushwa; Design, Copy, and Logistics Services; East Asian Languages and Cultures; Economics; English; Film, Television, and Theatre; German and Russian Languages and Literatures; Hesburgh Program; History; Institute for Latino Studies; Institute for Scholarship in the Liberal Arts; Irish Language and Literature; Maritain Center; Medieval Institute; Ph.D in Literature; Philosophy; Political Science; Program of Liberal Studies; Psychology; Review of Politics; Romance Languages and Literatures; Rooney Center; Shaw Center for Children and Families; Sociology; and Undergraduate Dean’s Office.

Offices Not Represented: Africana Studies; American Studies; Art, Art History, and Design; Center for Creative Computing; Computer Applications; Gender Studies; Glynn Honors Program; Journal of Formal Logic; Music; Office of Communications; Reilly Center; Shakespeare at Notre Dame; Theology; and University Writing Program.

1. Welcome – Rob Becht
   - Tina Clark will replace Linda Lange, who retired from DCL.
   - Rob announced that today is Heather Denton’s and Sheila Fell’s birthday.

2. SAS – Brenda Teshka
   - Brenda thanked everyone who participated in the NDVoice survey. Because we reached the 50% of survey participants in our College, a $50 gift certificate for The Mark Restaurant was awarded to Clare Shely. If the College reaches 100%, someone from our College will win a $100 gift certificate for Café Navarre.
   - The Fall tour of the Hesburgh Library was a success.
   - The activity for the January workshop will be glass painting, more information will follow.
   - New bylaws were approved at the last SAS meeting. The four officers are: President, Vice President, Secretary, and Media Officer; elections will take place every two years; and the term lasts from January through December.
   - The SAS committee will have three positions open this December. More information will follow late in November.

3. ALCO – Dave Mastic
   - Dave announced that Angela Watson will be leaving the University for the position of Assistant Dean of the Area Career Center Early College with Vincennes University. Dave recognized and thanked Angela for her valuable work over the past fourteen years.
   - Rob, Mo, Dave, and Corrie Klimek, will be conducting the search effort for Angela’s replacement.
4. Google Questions – Chas Grundy, Manager of Product Services with OIT
Chas said the main reason for changing to Google was so we could have more storage space, and faculty and students wanted to be on the same calendar system. Chas gave us tips for searches, email addresses, conversation views, trash and suggested we should archive our emails rather than set up folders. Chas introduced a Google App called Todoist that he uses for organizing his work. His presentation was followed by Q&A.

5. Miscellaneous – Mo
- Kathy Knoll, Matthew Fulcher, Rob, and Mo had a meeting regarding the (few)buildings that handle their own office space for incoming faculty and or post docs. These "out" buildings were asked to inform Kathy where the new hire is being placed. This is not only for College use but for the University’s Telecommunications 911 reporting.
- A new drop-down has been added in the Filemaker under the Post Doc/Grad School Appointments information. You will now see, under title, Dean Approved. This has been added for the atypical situations when someone has been promised an office or/and a computer and they do not meet the usual criteria. Supporting documentation must be added in the document library under correspondence and named, Dean’s approval.
- Interfolio, the faculty hiring process, may be rolled out as soon as next week.

Wrap Race to the Goal
- Mo said that we raised over $10,300; we surpassed our goal.
- FTT is doing a silent auction until Friday, please participate.
- Mo recognized everyone’s unique contributions to help reach our goal.
- Raffles were drawn and door prizes were given. There were many surprised winners!

The Meeting Adjourned at 10:10 a.m.
Next Meeting is February 19, 2014
119 O’Shaughnessy Hall