

May 4, 2015

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## EAPS MEETINGS & EVENTS

**SPRING 2015 FINAL EXAMS**  
May 4<sup>th</sup> - 9<sup>th</sup>, 2015

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### COLLEGE OF SCIENCE COMMENCEMENT DATE

Elliott Hall of Music  
**May 17, 2015**  
2:30 PM

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### SPRING FLING

Córdova Recreational Sports Center  
**May 21, 2015**

*(Business office/Main office will be closed from 12:00-5:00 PM)*

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### FALL 2015 FACULTY & STAFF RETREAT

Beck Agricultural Center  
(Room 111)  
**August 19, 2015**  
8:30 AM - 4:00 PM

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### FALL WELCOME BACK PICNIC

Happy Hollow Park  
Shelter #4  
**August 20, 2015**  
4:00 PM - 7:00 PM

## EAPS NEWS

### EAPS OMBUDSMAN

What is an Ombudsman? The ombudsmen are an informal, neutral, confidential resource for people in the department, especially students, to raise questions or concerns about any aspect of their academic experience.

The EAPS ombudsman is *Barbara Gibson* (HAMP 2169B; barbara@purdue.edu) - please feel free to contact her if needed.

## EAPS FACULTY AND STAFF RESOURCE FUND

The EAPS Faculty and Staff Resource Fund provides faculty and full-time, permanent staff with a simple, open, and transparent way to request resources they need to be productive in their work. This is not intended to replace other sources (e.g. grants, discretionary accounts, start-up, competitive programs on campus, and usual supplies and expenses), rather it is to meet occasional needs that are important for individual productivity and advancement in cases where these other sources are not available to an individual. Examples include professional development course tuition, office needs, and professional conferences.

### Procedure:

Applications to the fund should be sent via email (as a pdf) to the Assistant Department Head. Requests must include the following items and not exceed one page.

- applicants name, position title, email address
- a detailed, one paragraph description of what is being requested
- a short explanation of how this will help the individual be productive in their work
- amount requested (this program will accept requests between \$200 and \$2,000)
- time constraints on what is being requested (e.g., a deadline for registration)

**Request deadline is the 20th of each month.** Decisions will be made by the 5th of the following month. All requests will be reviewed by a group including the Assistant Department Head, the Business Manager, and at least two members of the EAPS Executive Committee.

## UNDERGRADUATE AND GRADUATE STUDENT INFORMATION

### FALL AND SUMMER 2015 REGISTRATION

Open registration (open to all) began **April 27<sup>th</sup>**.

## OTHER NEWS

### PROCEDURES FOR PROGRAMS INVOLVING MINORS TO TAKE EFFECT MAY 1, 2015

The Operating Procedures for Programs Involving Minors announced in January take effect for all programs that begin on or after **May 1**. The procedures are part of the University's continuing efforts to provide a safe and secure environment for faculty, staff, students and visitors.

The steps, as outlined in the procedures, require sponsors of programs that include minors as participants to register their program with the University. As part of the registration, sponsors must certify that the program staff has undergone background checks and received training and that minimum safety provisions have been met.

This process of registration and certification serves a twofold purpose. First, it affords the University the opportunity to better communicate to sponsors of programs that involve minors what is expected of them, and second, it provides the University with a better understanding of the programming offered to minors by the University and by sponsors who use its facilities.

All colleges, schools, departments, offices and other units of the University are required to follow the procedures. Third parties who host a program on University-owned property also are required to follow the procedures. Exclusions to the procedures are as follows:

- \* Performances or events open to the general public and not targeted to minors (e.g., varsity athletic events, concerts, plays, etc.)
- \* Regularly scheduled classes, including dual-credit courses, or activities designed primarily for enrolled students of the University.

\* Student recruitment activities, including open houses and admissions visits and tours, that are scheduled to last no longer than one day and do not include an overnight stay.

\* National tests offered by a University testing center.

\* Programs for which a recognized student organization is the sponsor.

Questions about the procedures may be sent to [policies@purdue.edu](mailto:policies@purdue.edu)

## BIRTHDAYS

Jon Harbor  
William Zinsmeister

May 5<sup>th</sup>  
May 6<sup>th</sup>



### IMPORTANT NOTICE ABOUT THIS NEWSLETTER

This newsletter is used as the primary information source for current and upcoming events, announcements, awards, grant opportunities, and other happenings in our department and around campus. Active links to additional information will be provided as needed. Individual email announcements will no longer be sent unless the content is time-sensitive. We will continue to include our publications, presentations and other recent news items as well. Those using paper copies of the newsletter should go to our newsletter archive on the EAPS website at [www.purdue.edu/eas/](http://www.purdue.edu/eas/) and **Click on News** to access active links as needed. Material for inclusion in the newsletter should be submitted to Fallon McQuern ([fmcquern@purdue.edu](mailto:fmcquern@purdue.edu)) by **5:00pm on Thursday** of each week for inclusion in the Monday issue.

**If it is in the newsletter, we assume you know about it and no other reminders are needed.** For answers to common technology questions and the latest updates from the EAPS Technology Support staff, please visit [http://www.purdue.edu/eas/info\\_tech/index.php](http://www.purdue.edu/eas/info_tech/index.php).

Also, as an additional resource for information about departmental events, seminars, etc., see our departmental calendar at <http://calendar.science.purdue.edu/eas/seminars>.

