1. The meeting was called to order by Chair Chris Lim at 11:20 AM.

2. Chancellor Tillis and Provost Richtermeyer provided administrative updates, including:
   - strategic plan launch
   - co-chairs for the centennial celebration
   - marketing in 30th Street Station
   - holiday party on 12/14
   - student passport initiative
   - Chancellor's 15 in 5

3. Discussion of the PTL “best practices” document; it will be updated to reflect changes from the new contract. Input from involved parties (e.g., chairs) may be sought.

4. Website needs updating: Chris will compile a list of members and titles, Amina will submit to web services.

5. CCAS chairs who signed on to a letter to President Holloway will be meeting with him this afternoon.

6. Open Lecturer position on the Council: the Council will publicize and open voting to Lecturers across all schools.

7. Next meetings will be 1/17 and 2/12.

8. The meeting adjourned at 12:25 PM.