

What's The Buzz

Introduction to "What's The Buzz" Newsletter

I would like to introduce you to our first issue of "What's the Buzz", our new Business Office Newsletter. This Newsletter is strictly for Internal Department use. This will allow us to communicate to the Department about changes in policy/procedures, changes in job duties, and reminders of existing policies/procedures. We will keep it short and limit each monthly issue to three headlines. I hope you find this useful. *Best Wishes, Lisa Schuetz*

BOOK ADOPTION REMINDER (FALL SEMESTER 2011)

August 31st the First Day of Classes is rapidly approaching! Timely submission of the book information to the University Book Store for students to view and purchase books online for courses is important. If you will be adopting a book/books or even if your adopting nothing at all for your course submit the information to Charity McGee (Book Adoption Coordinator) crmcgee@umd.edu before the semester begins (Submit by July 31st).

COURSE INFORMATION

ENCE

Will you use a book for this Course?

Estimate how many students will take the course?

Book Name:

Author:

Publisher:

ISBN#:

Would you like a Desk Copy?

Would you like a Solutions manual if any?

Is the book Optional/Required?

[More Details on Book Adoption](#)

Volume 1, July 2011

Proposal F&A Rate Change

Effective July 1st 2011, the on-campus F&A rate will be 52 percent on all research projects.

Travel: "What you should know"

University travel policy requires advance approval via a **Travel Approval Request form** <http://www.civil.umd.edu/facstaff/business-forms.html>.

- A Travel Approval Request form should be filled out and submitted before your travel for out-of-state travel (Domestic/U.S.), Foreign, and for any Hotel/Lodging stay.
- For University business conducted in the "Washington D.C. Metropolitan Area" is classified as in-state travel.

[Link to Business/Travel Forms](#)

New Civil Faculty and Staff Highlights



Kerri Poppler-James

Join the CEE Department in welcoming our newest staff Ms. Kerri Poppler-James (*Assistant Director of Graduate Student Services*). She joins our Civil Engineering staff on July 11, 2011 with a comprehensive background and excellent services in working with Graduate Students.

Kerri Poppler James has worked as the Assistant Director in the Office of Advanced Engineering Education at the University of Maryland for the past five years. During her time with OAEE she administered both the Professional Master of Engineering program as well as the Graduate Certificate program, which cater to working professionals. Prior to working at the University of Maryland, she worked in the Graduate School of Education at Hamline University in St. Paul, Minnesota.

Kerri holds a Master of Arts in Public Administration degree from Hamline University in St. Paul, Minnesota. In her spare time, Kerri likes to travel, read and volunteers in her community.



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