MEMORANDUM

To: Ardis Eschenberg, Vice Chancellor for Academic Affairs

CC: Doug Dykstra, Chancellor
Tara Severns, Public Services Librarian
Ellen Ishida-Babineau, Dean of Academic Affairs, Division I
Brian Richardson, Dean for Academic Affairs, Division II

From: Navtej Singh

Date: May 6, 2014

Re: Swap Math Lab and Speech Lab Locations

This memo is to confirm the switch between the Math Lab, located in La‘akea 226 and the Speech Lab, located in La‘akea 220. Upon approval, the new location for the Math Lab will be La‘akea 220 and new location for the Speech Lab will be La‘akea 226.

I approve the above changes:

Signature: Navtej Singh (Math Lab Coordinator)  Date: 5/7/14

Signature: Audrey Mendoza (Speech Lab Coordinator)  Date: 5/8/14

Signature: Emi Troeger (Math & Business Department Chair)  Date: 5/7/14

Signature: Libby Young (Language Arts Chair)  Date: 5/12/14

Signature: Joseph Yoshida (Ka Piko Coordinator)  Date: 5/7/14

Signature: Ardis Eschenberg, (Vice Chancellor for Academic Affairs)  Date: 5/10/14