




## MEMORANDUM

**TO:** Carolyn J. Merry, Chair  
Department of Civil & Environmental Engineering  
and Geodetic Science

William A. Baeslack III, Dean  
College of Engineering

**FROM:** Matthew Platz, Vice Provost for Academic Policy and Faculty Resources/  
Distinguished University Professor of Chemistry 

**RE:** Required Governance Documents by Chairs of Departments  
and School Directors

**DATE:** October 25, 2006

I am pleased to approve the Department of Civil & Environmental Engineering and Geodetic Science's Pattern of Administration document dated October 2006. It will be filed in the Office of Academic Affairs. If any revisions are made to this document, a revised and dated document should be forwarded to OAA for review and approval.

In addition, we are requesting these documents in electronic form for our files. These electronic documents could be in lieu of printed copies. These copies may be forwarded to me at [Platz.1@osu.edu](mailto:Platz.1@osu.edu).

We look forward to receiving your AP&T document as soon as possible. Electronic documents may be submitted in lieu of printed copies. These copies may be forwarded to me at [Platz.1@osu.edu](mailto:Platz.1@osu.edu).

Thank you.