

Department Chair Meeting Minutes
October 4, 2011
12:30 – 1:50 pm; Room L109

Agenda Topic	Desired Outcome	Facilitator	Time	Notes and Follow up:
Welcome and brief announcements		Kiran, Gil	5 mins	<ul style="list-style-type: none"> An overwhelming number of dept. chairs would like to try out an electronic document for the scheduling drafts. There may be free software available and Gil will investigate and share at the next meeting. The summer 1st draft of the schedule was sent to the chairs yesterday. It will indicate which COORs or Online Supplements will expire by Summer, so that depts can update them before they expire. The Enrollment Management Committee met in September. The Academic Senate has notified the CTE dept chairs that one more CTE chair is needed to fill all slots.
Unit/Program Review	Update on the process and timeline for fall 2011 given the reorganization of Research, IT and Planning	Gil, Ryan Pedersen	10 mins	<ul style="list-style-type: none"> Ryan will send out an email within a week with all the program review logistics. There have been delays with staff changes in IT and the relocation of the Research Office to DO. Program reviews should be completed by 12/16/2011. The system will then be locked down. A peer review process is being designed to read and comment on program reviews to provide feedback to units/programs.
Title V update for repeats and withdrawals	To implement new policies correctly	Robin Armour	30 mins	<ul style="list-style-type: none"> Effective 10/12/11 the Repeat policy for non-repeatable courses has changed. The college has to implement the policy within 6 months. The program will have a 'soft implementation' in spring 2012. Please inform all the faculty in your departments as well as your students. Robin will send out a memo with details.
Furlough Planning	Planning together to help our students and employees get through the crunch			<ul style="list-style-type: none"> Staff and managers will be on furlough between 1/3/2012 and 1/10/2012. First day back to work is 1/10/2012. This reduces processing time in all the administrative offices on campus. To assist, faculty are requested to turn in final grades within 3 days of each final.
Degree Audit	To increase the number of student completions			<ul style="list-style-type: none"> Degree audit is available for students, faculty and counselors.

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Assessment	Update	Cindy, Christina	30 mins	<ul style="list-style-type: none"> • Each department has a folder on “P Drive” for assessments. Visit the site from LMC or from home (www.remote.losmedanos.edu). Christina Goff will send an email to all with detailed information. • All programs should complete assessments of all courses by the end of spring 2013. • All programs should complete at least one program level assessment by the end of spring 2012. • If you need assistance or coaching, please consult Christina Goff or Cindy McGrath. • Please complete the support/coaching assistance survey Cindy handed out by October 18, 2011. She will email it out to the chairs too.
Next Dept chair meeting on 11/1/2011	Agenda items for future meetings	Gil, Kiran	5 mins	<p>Items suggested for the next agenda are:</p> <p>Program Review – demonstration on the application. Plan for lots of time</p> <p>Assessment – brief update</p>