Agenda Topic	Desired Outcome	Facilitator/s	Time in Minutes	Follow up Notes
WELCOME		Richard & Kiran	5	LMC's new Vice President, Kevin Horan, was introduced.
Comprehensive Program Review	Understand the nuts and bolts to begin the process within departments	Ryan	30-35	Ryan shared the location of the templates for the Comprehensive Program Review on the Public Drive. This is a Word document, so programs can type into the document and upload it to the Program Review site (tool) when it is ready Departments should begin doing their program review right away. This year the college is doing Comprehensive Program Review IN ADDITION to the Annual Program Review Update. The Planning Committee is recommending a due date of the last day of spring Flex to the College President to be in time to connect with the Resource Allocation Process (RAP). *Departments with multiple 'programs' will be reporting on multiple Program Level Assessment in the Program Review document. Some chairs expressed confusion as the word "program" is used in different ways in different contexts. However, the term "program review" is the term used for the process by Accreditation. "Program" Level SLO refers to a sequence of courses – Certificates and

				Degrees for Instruction.
Assessment	Update on CSLOs and PSLOs. Also needed to complete the October Assessment progress report to ACCJC	Christina & Laurie	10-15	90% of the PSLO assessment has been completed in this cycle. 62% of the CSLO assessment is complete to date. Departments have been requested again to place their courses in to 1 of 4 cohorts and submit this information to Christina Goff in the TLC.
Department Chair Meeting Time	Determine if there is a better time in the week for chair meetings starting in Spring 2013	Richard & Kiran	5-10	Various suggestions included: Tuesday late afternoon Friday morning or afternoon Some meetings could be webinars Send out a "Doodle" to dept chairs to get the majority opinion.
Department Chair Training	Brainstorm training needs for the 2012-13 academic year	Kiran & Richard	10	Professional Development needs included: SQL Database by Tim Clow to learn how to study program data Learn about interventions for At Risk Students More about Workforce Development External Partnerships Dialog on assessment results and pedagogy
Brief announcements	Share information	Richard & Kiran	5	Accreditation Timeline will be emailed out to the chairs Best wishes to Richard as this is his last Dept Chair meeting at LMC.
Next Dept Chair meeting October 2	Suggestions for the agenda	Kiran & Richard	5	We ran out of time…