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| **Agenda Topic** | **Desired Outcome** | **Facilitator/s** | **Time in**  **Minutes** | **Follow up Notes** |
| Welcome |  | Kiran & A’Kilah | 5 |  |
| Program Review | Update and training on the submission tool | Ryan and Eng | 40 |  |
| A&R update | Update on some changes | Susie | 10 |  |
| Accreditation | Update on the work in progress | Kiran | 10 |  |
| Announcements | * Courses in cohorts for Program Review * Catalog pages were due to Eileen by 10/31 * Include SLOs in every syllabus in spring 2013 * Absence Reporting | A’Kilah | 10 |  |
| Other | Information sharing | All | 10 |  |
| Next Dept. Chair meeting February | Have a wonderful Winter break ☺ |  |  |  |