|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda Topic** | **Desired Outcome** | **Facilitator/s** | **Time in**  **Minutes** | **Follow up Notes** |
| WELCOME |  | Richard & Kiran | 5 |  |
| Comprehensive Program Review | Understand the nuts and bolts to begin the process within departments | Ryan | 30-35 |  |
| Assessment | Update on CSLOs and PSLOs. Also needed to complete the October Assessment progress report to ACCJC | Christina & Laurie | 10-15 |  |
| 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 |  |
| Department Chair Training | Brainstorm training needs for the 2012-13 academic year | Kiran & Richard | 10 |  |
| Brief announcements | Share information | Richard & Kiran | 5 |  |
| Next Dept Chair meeting October 2 | Suggestions for the agenda | Kiran & Richard | 5 |  |