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| **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  |  |