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| **Agenda Topic** | **Desired Outcome** | **Facilitator** | **Time in**  **Minutes** | **Follow up Notes** |
| WELCOME!  Brief announcements:   * New Chairs * Syllabus template * Wait list change * CC deadlines | Well-informed chairs | Gil & Kiran | 10 | Welcome Julie Von Bergen & Marco Godinez  Legal information for the syllabus template  Wait list time to move to enrollment will decrease from 5 to 3 days  Curriculum Committee deadlines for next year were distributed. They are on the CC website |
| Positive Attendance: Audit | Informed | Robin | 5 | We are undergoing an audit for positive attendance classes. All faculty teaching positive attendance classes should keep a record of the hours every student has attended for 3 years. |
| CurricuNet and Training | Update | Eileen | 10 | Training will be offered in the fall. The URL for CurricuNet will be sent to chairs. |
| Catalog Process for 13/14 Year | Update | Eileen | 10 | The catalog process was distributed for 13/14. |
| Accreditation | Update | Kiran | 10 | We need to gear up for the fall 2014 visit. Steering committee should be developed soon. A 90-min Orientation to Accreditation is available online. Kiran will send link the college. |
| Department Chair Training | Brainstormed ideas  Handbook  OoI Website | Gil & Kiran |  | Handbook is on the OoI website. Brief information regarding legal issues should be included with perhaps links. |
| Program Review Feedback | Feedback on the feedback and process | Ryan | 10-15 | In general, it is a good idea – closes the loop. Feedback teams should be known, transparency issue. Ryan will take back to planning committee. |
| Assessment | Update | Cindy & Christina | 10 | We are at 36% on CSLO assessment and 79% on PSLOs. Many are in process. |
| Next Dept Chair meeting: September! | Agenda items | Kiran & Gil | 5 | Out of time. |