

**DEPARTMENT CHAIR MEETING AGENDA**

**October 1, 2013**

**12:30-1:50, Library L109**

<b>Agenda Topic</b>	<b>Desired Outcome</b>	<b>Facilitator/s</b>	<b>Time in Minutes</b>	<b>Follow up Notes</b>
Updates	Receive information on: Box 2A Assessment Accreditation	Kevin Laurie & Christina Kiran	5 5 5	
Hot Topics: Scheduling Guidelines	Understand the importance and be presented with a model	Julie	15	
Catalogue Changes	Understand the importance and what's needed	Eileen	10	
Department Budget	Introduced to new budget process and big picture flow chart	Ronke	20	
Announcements	65 <sup>th</sup> Anniversary Library Initiatives Chairs share announcements	Ruth & Demetria Christina All	10 5 5	
Next Dept. Chair meeting Nov.5 in L109				

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Updates	Receive information on: Box 2A Assessment Accreditation	Kevin Laurie & Christina Kiran	5 5 5	<p>Due date is 10/14/13 at noon Objective is to get a preliminary list to Bob by early November spring recruiting can be done. VP, Senate President, 2 Academic Managers appointed by the President will review. 5 positions are anticipated to be funded.</p> <p>Cohort 2 is presently in session. Cohort 1- only a trickle of courses have come through. The status of assessment will in the new Program Review Submission tool. Christina is working on a master list of courses that have been assessed, need to be assessed, etc. Christina requested that inactive courses be marked as such so they are taken out of the catalog. Assessment committee is looking for assessments that have led to curricular redesign, course sequencing, RAP, etc., so</p>

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			<p>they can be used as models and evidence of assessment.</p> <p>Lab assessments needs stronger assessment efforts. Need to link labs to outcomes. Assessments should go to Christina. VP and Deans will work on a process for the \$150 for adjuncts to receive payment, and retroactive payments will be considered</p> <p>Accreditation is peer evaluation demonstrating our quality as an institution to others. It demonstrates the college's health and ability to receive and be stewards of public funds, including grants.</p> <p>Annual report is due in March, the midterm report was in 2011, and the comprehensive with site visit is due in 2014.</p> <p>Standards are drafting and gathering evidence.</p> <p>Kiran recommended that programs keep portfolios of best practices and</p>
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				<p>achievements for historical documentation and evidence.</p> <p>Kiran shared that some standards needs quite a bit of help and more faculty participation is needed.</p> <p>The accreditation planning committee website is being updated.</p> <p>This year is program review update year.</p>
Hot Topics: Scheduling Guidelines	Understand the importance and be presented with a model	Julie	15	<p>Julie provided a copy of guidelines used in the Math department. Math's is very detailed. Departments are encouraged to use this and recommendations from UF while developing guidelines. Departments we asked to submit guidelines by the end of the semester.</p> <p>Departments with even one faculty should develop guidelines for institutional knowledge and to avoid issues in the future.</p> <p>Memo was sent to review and edit catalog information. PSLO's need to be added if</p>
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				they are missing. The deadline is November 1 <sup>st</sup> . Accreditation standards would like a short paragraph per department of the potential careers associated with programs. Gainful Employment Act and Student Information Act. Must show how long to complete a program. Must show what the program can be used for in terms of employment. Eileen asked that people check the catalog closely.
Department Budget	Introduced to new budget process and big picture flow chart	Ronke	20	Demonstrated a way using webadvisor for departments to review their budgets This is easier than using Datatel. Access will be provided on an as-needed basis. Ronke gave a holistic picture of the budget process in a shared governance and district environment.
Announcements	65 <sup>th</sup> Anniversary Library Initiatives Chairs share announcements	Ruth & Demetria Christina All	10 5 5	Birthday bash is December 7 <sup>th</sup> . Veterans will be honored in memory of Pearl Harbor Booth and activities will be available. Contact either

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				Ruth or Demetria if you are interested in having a booth.
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