

Department Chairs Meeting- Back to Basics
February 2, 2016
12:30 -1:50 pm in LIB 109

Agenda Topic	Desired Outcome	Facilitator/s	Time	Follow up Notes
Welcome & General Info. Welcome & Introductions	* Get to know who is in the room	ALL A'kilah	12:30 -12:45	
Inspire Updated Evaluation Forms	* Review and discuss recent changes in evaluation forms	Nancy	12:45 – 1:00	
Lead Preferential Rights	* Review contractual policy on preference right's	A'kilah	1:00 – 1:15	
Teach & Learn Scheduling & Variances	* Gain clear understanding of what is expected on schedule drafts and clarification of variances.	Natalie	1:15 – 1:30	
Succeed Program Review Feedback & RAP	* Learn what feedback will be provided	A'kilah	1:30 – 1:35	
Announcements	* General info, department updates	ALL	1:35 -1:50	