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| **Agenda Topic** | **Desired Outcome** | **Facilitator** | **Time** | **Follow up Notes** |
| Brief announcements |  | Gil & Kiran | 5 mins |  |
| Attendance accounting and new regulations | Clear understanding of attendance regulations | Robin | 20 mins |  |
| Electronic scheduling | Significant use of Acrobat editing of schedules | Durwynne & Grace | 20  mins |  |
| Unit/Program Review | Improved unit/program reviews & plans | Ryan | 20  mins |  |
| Assessment | Update on assessment status | Cindy & Christina | 20 mins |  |
| Next Dept Chair meeting: 2/7/2012 | Agenda items | Kiran & Gil | 5 mins |  |