

**Department Chairs Meeting- Dream a Little Dream.....**  
**September 1, 2015**  
**12:30 -1:50 pm in LIB 109**

<b>Agenda Topic</b>	<b>Desired Outcome</b>	<b>Facilitator/s</b>	<b>Time</b>	<b>Follow up Notes</b>
<p><b>Welcome &amp; General Info.</b>  Welcome &amp; Introductions  Website 101  Evaluation &amp; Syllabus</p>	<ul style="list-style-type: none"> <li>• Getting to know who is in the room</li> <li>• Orientation to Instruction office website</li> <li>• Back to basics</li> </ul>	<p>All  Nancy  A'kilah</p>	<p>12:30-1245</p>	<p>Department Chairs introduced themselves and the department they represent. Nancy provided an orientation and refresher for the Office of Instruction Website, including where common forms can be obtained and information to satisfy FAQ's. A'kilah reviewed the key elements of the course syllabi, and included helpful tips for often-missed elements, including CSLO's that are "made up" and not in line with the COOR. She also reviewed the evaluation process and where to access that information. Chairs are encouraged to obtain previous evaluations to provide comparative feedback to the evaluatee, and assess any areas that may need improvement.</p>

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<p><b>Inspire</b></p> <p>Dream Big</p>	<ul style="list-style-type: none"> <li>• Program visioning- activity</li> </ul>	<p>A'kilah, Nancy &amp; Natalie</p>	<p style="text-align: center;">12:45-1:30</p>	<p>Nancy led an activity and asked the chair to think about where they would like to see their program in five years. This followed by a review of the SQL data that is provided to the units and what information the SQL data provides. Chairs were then asked to list their “burning question”- this is what they would like to know about their unit, but do not have the answer and the data does not tell the story. Groups then provided their feedback on colored paper. General feedback involved employment data, course sequencing success, acceleration of Math, etc. Chairs were then asked to assign a dollar amount to the activities, equipment or personnel that they would need to meet their goals. Congratulations were offered in that they had done a strategic exercise toward building</p>
<p><b>Lead</b></p> <p>Burning questions</p>	<ul style="list-style-type: none"> <li>• What the data does not tell-activity</li> </ul>	<p>A'kilah, Nancy &amp; Natalie</p>		
<p><b>Teach &amp; Learn</b></p>	<ul style="list-style-type: none"> <li>• Group discussion on dreams and burning questions</li> </ul>	<p>A'kilah, Nancy &amp; Natalie</p>		
<p><b>Succeed</b></p>	<ul style="list-style-type: none"> <li>• Next steps- making dreams realities</li> </ul>	<p>A'kilah, Nancy &amp; Natalie</p>		

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				<p>program review. Nancy emphasized the need to make Program Review about the content and not the tool. Many agreed.</p>
<p><b>Announcements</b>  Key Dates  Box 2a  Program Checklists   For the good of the order</p>	<ul style="list-style-type: none"> <li>• Pre-req, catalog, etc.</li> <li>• Hiring projections &amp; timeline</li> <li>• Tool for assisting students in program completion</li> <li>• General information</li> </ul>	<p>Natalie Hannum  Kevin Horan  Janice Townsend   All</p>	<p>1:30-1:35  1:35-1:40  1:40-1:45   1:45-1:50</p>	<p>Natalie announced the Catalog and Pre-req/co-req deadline- September 30, 2015. Kevin brief the Chairs on Box 2a. LMC is a month ahead of last year. There are 4-6 replacement positions, but with categorical funding and other factors, LMC could potentially hire between 10-20 new faculty. Janice Townsend provided an sample of the Program “Advisory” checklists and invited Chair to attend a FLEX to refine them on 9/11/15. Adjourned at 1:55</p>