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| **Agenda Topic** | **Desired Outcome** | **Facilitator/s** | **Time in**  **Minutes** | **Minutes** |
| Welcome |  | Kiran & A’Kilah | 5 | Kiran sends her apologies that she will not be here today because her house had water damage over the weekend. |
| Program Review | Update and training on the submission tool | Ryan and Eng | 40 | Ryan had to leave. Eng gave a presentation on the new system. Many of the questions were for Ryan. A’kilah will compile a list and send it to Ryan. |
| A&R update | Update on some changes | Susie | 10 | Susie didn’t come. |
| Accreditation | Update on the work in progress | Kiran | 10 | A’kilah announced that the standards committees and steering committee are meeting and working. This is a collaborative effort and many will be called on by committee members to share information, so please be ready and willing. The information can be accessed on Insite. |
| Announcements | * Courses in cohorts for Program Review * Catalog pages were due to Eileen by 10/31 * Include SLOs in every syllabus in spring 2013 * Absence Reporting | A’Kilah | 10 | Christina and Cindy announced who has turned in their cohort courses. A few departments believed they had so they will follow up.  A list of departments Eileen has not heard from regarding catalog changes was distributed. Chairs were asked to send this information to Eileen asap.  Reminders to faculty: include slos in every syllabus (accreditation) and to please report ANY absence through the hotline. Sandy leaves by 4 so please call in before then so she can put it on the system for students to check (It is also a good idea to include this information in your syllabus so students know they can check online before driving to campus). *[The absence reporting email is sent out by Sandi at the very beginning of the semester.]* |
| Other | Information sharing | All | 10 | Check your junk email for lost emails due to migration.  Clayton made some announcements regarding the migration from Blackboard to Desire2Learn. There will be some trainings in January during flex. Classes will be made for every course and faculty can choose to use it. It is really easy to move classrooms from one semester to the next. |
| Next Dept. Chair meeting February | Have a wonderful Winter break ☺ |  |  | Topics for future meetings:   1. Budget 2. Re-hire rights, preference right’s for adjunct faculty 3. Dealing with student complaints (non-grade related) 4. Textbook costs (invite Bob Estrada and Loretta to help with realistic expectations/timelines) 5. African American males (how to be successful with this population, panel, etc..) 6. LMC counseling and community resources for our students (what are they? ) 7. Survey – gather retention data, why students leave 8. Who we (LMC) are and who we’re going to be (continue this conversation – Bob/SGC) |