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| **Agenda Topic** | **Desired Outcome** | **Facilitator/s** | **Time in****Minutes** | **Minutes**  |
| Welcome |   | Kiran & A’Kilah | 5 |  |
| Spring schedule update | Planning update |  |  | Current FTES projections for the 2012-13 year are 7468. The grant-funded sections will be included to generate FTES if Prop 30 passes.  |
| 2012-13 CatalogCertificates of Achievement | Share information about Addendum to correct current catalog | Kiran | 10 | Certificates of Achievement cannot include additional ‘local’ graduation requirements. Programs that need to include English, math or other requirements based on advisory board input, will need to request a change to the program through the Curriculum Committee and the Chancellor’s Office in order to include it in the College Catalog. |
| 2013-2014 Catalog: Repeatability and families | Clarify understanding about families across the district and repeatability (or the lack of it) | Kiran & A’Kilah | 15 | Programs that have activity based courses – PE, Music, Drama and Art – are required to put their courses into a family. The family is developed across the district since apportionment is generated by a college district.  |
| Accreditation | Information sharing | Kiran | 15 | Every course syllabus must include SLOs and students in courses must ‘demonstrate awareness of SLOs’.  |
| Comprehensive Program Review | Share information about process and timeline | Ryan | 10 | We are reminded to work on our Comprehensive AND our Annual Program Reviews in Word. The documents are online in InSite and in P Drive. The submission tool has almost been finalized and as soon as it is ready, you can begin to upload your Word document to it. **There is a common deadline this time for Comprehensive/annual Program Review and for RAP. It is February 25, 2013. This is a firm deadline.**  |
| Assessment | Share information about progress and formation of cohorts | Christina | 10 | Every program should put its courses into 4 cohorts so that each cohort will be assessed in a single year. The deadline for providing this information was May 2012. Some programs have not yet sent this information to Christina. This information needs to be included in the Program Review Submission Tool.  |
| Brief announcements:Observe college deadlines | Share information:Help others meet their deadlines and obligations | A’Kilah & Kiran | 5 | None due to lack of time.  |
| Last Dept Chair meeting December 4  | Suggestions for the agenda | Kiran & A’Kilah | 5  |  |