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| **Agenda Topic** | **Desired Outcome** | **Facilitator/s** | **Time in**  **Minutes** | **Follow up Notes** |
| WELCOME |  | Richard & Kiran | 5 | LMC’s new Vice President, Kevin Horan, was introduced. |
| Comprehensive Program Review | Understand the nuts and bolts to begin the process within departments | Ryan | 30-35 | Ryan shared the location of the templates for the Comprehensive Program Review on the Public Drive. This is a Word document, so programs can type into the document and upload it to the Program Review site (tool) when it is ready  Departments should begin doing their program review right away.  This year the college is doing Comprehensive Program Review IN ADDITION to the Annual Program Review Update.  The Planning Committee is recommending a due date of the last day of spring Flex to the College President to be in time to connect with the Resource Allocation Process (RAP).  \*Departments with multiple ‘programs’ will be reporting on multiple Program Level Assessment in the Program Review document.  Some chairs expressed confusion as the word “program” is used in different ways in different contexts. However, the term “program review”  is the term used for the process by Accreditation. “Program” Level SLO refers to a sequence of courses – Certificates and Degrees for Instruction. |
| Assessment | Update on CSLOs and PSLOs. Also needed to complete the October Assessment progress report to ACCJC | Christina & Laurie | 10-15 | 90% of the PSLO assessment has been completed in this cycle.  62% of the CSLO assessment is complete to date.  Departments have been requested again to place their courses in to 1 of 4 cohorts and submit this information to Christina Goff in the TLC. |
| Department Chair Meeting Time | Determine if there is a better time in the week for chair meetings starting in Spring 2013 | Richard & Kiran | 5-10 | Various suggestions included:  Tuesday late afternoon  Friday morning or afternoon  Some meetings could be webinars  Send out a “Doodle” to dept chairs to get the majority opinion. |
| Department Chair Training | Brainstorm training needs for the 2012-13 academic year | Kiran & Richard | 10 | Professional Development needs included:  SQL Database by Tim Clow to learn how to study program data  Learn about interventions for At Risk Students  More about Workforce Development  External Partnerships  Dialog on assessment results and pedagogy |
| Brief announcements | Share information | Richard & Kiran | 5 | Accreditation Timeline will be emailed out to the chairs  Best wishes to Richard as this is his last Dept Chair meeting at LMC. |
| Next Dept Chair meeting October 2 | Suggestions for the agenda | Kiran & Richard | 5 | We ran out of time… |