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| **Agenda Topic** | **Desired Outcome** | **Facilitator** | **Time** | **Follow up notes:** |
| Welcome and brief announcements | * Introduce new chairs * COGNOS Training 9/15 @12:30 * Security in classrooms/labs | Kiran, Gil | 5 mins |  |
| Start of semester items:  Load Sheets  Syllabus, book orders, load sheets, schedule drafts etc | Clear understanding of how to read a load sheet  Timely submission to Office of instruction | Gil, Kiran | 10 mins |  |
| Spring Schedule | * A and AC on 2nd draft * Scheduling in Brentwood | Kiran, Gil  Kevin | 10 mins |  |
| TBA hours and updating Catalog | * Implement Chancellor’s Office policy and guidelines * Accurate catalog | Kiran, Gil, Eileen | 15 mins |  |
| Enrollment management | Restructure committee with dept chair reps appointed by Senate;  Meetings 3rd Tuesday of the month | Gil, Kiran | 5 mins |  |
| Assessment | Update, department responsibilities for 2011-12 | Cindy, Christina | 30 mins |  |
| Next Dept chair meeting on 10/4/2011 | Agenda items for future meetings | Gil, Kiran | 5 mins |  |

**Department Chair Meeting**

**September 6, 2011**

**12:30 – 1:50 pm; Room L109**