1. Visit with President Foster
   - Honors programming – President returning for discussion on 4/4

2. Exemplary Faculty nominations due electronically to AA: April 4, followed by:
   April 9 – AA distributes nominations and scoring sheet to Department Heads
   April 12 – Department Heads return scoring sheet to AA
   April 16 – AA distributes scoring summary to Department Heads for discussion on April
        18 (meeting for **Academic Department Heads only**)

3. Updates:
   a. Higher Learning Commission – information/data requests:
      1) Student projects - R drive Department Head folder - Student Projects – need narrative overview, not year-specific; due March 30
      2) Travel funds projects - R drive Department Head folder - Travel – need narrative overview, not year-specific; due March 30
      3) Full-time faculty vitas and course syllabus audit; lecturers' vita requests due March 31
      4) Course comparability – where are we?
         - Course locations list for HLC
      5) Advisory Boards - R drive Department Head folder - Advisory Boards (please indicate if you don't have any); due March 30
   b. Program sheet and catalog updates - due dates:
      1) Program sheets – response, 3/27
      2) Catalog - programs of study section: to depts., 4/27; response, 5/15
      3) Two-Year Course Matrix: to depts., 2/17; response, 3/30
   c. Talking about Teaching: Ken Bain – August 9/10
   d. ISEP faculty liaison for each department
   e. Proposed changes to CMU's admissions standards for first-time, baccalaureate-seeking students
   f. CCHE Faculty to Faculty (April 6 – CCCS Lowry Campus)
   g. High School Scholars Faculty Workshop (April 27) - Heather Exby coordinating
   h. Lecturer evaluation process – where are we?
   i. Academic department head evaluations (due March 16) and department visits – respond to Annette's emails
   j. Program approval and program review: credit hour policy
   k. Student Showcase participation
   l. MavScholars Early Advising Days – April 10. 11, 12, 13, 16, and 17 (9 a.m. – 4 p.m.)
   m. Needed building "fixes"
   n. Information Technology request for new software installations or upgrades due March 30.

4. Lecturer ad for fall 2012 – Do we need one now?

5. Student Learning Outcomes (Note: Differentiating learning outcomes by degree level required (HLC criteria 3.A.1-3)) - campus-wide SLOs and program-level SLOs – what is status of your department's activity and by what means are you moving the faculty forward?

6. Draft – SLOs, Program Review Criteria, and External Reviewer Report Format
   (Note: Commitment to ongoing assessment and use of results (HLC criteria 4.B.1-4))

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Upcoming Activities/Due Dates:

    March 16 (Friday) - Academic department head and director evaluations due to AA

    March 19 – 22 - Optional 8 week Early Alert reporting (delayed due to spring break)

    April 4 (Wednesday), 7:45 a.m., LHH 222 – next meeting

    April 18 (Wednesday), 7:45 a.m., LHH 222 – meeting for department heads only

    April 25, 2012 (Wednesday) – Student Showcase

    April 27, 2012 (Friday) – High School Scholars Faculty Workshop

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