

**Agenda**  
**Academic Department Heads Meeting**  
**April 4, 2012**  
**7:30 a.m., LHH 222**

1. Visit with President Foster
  - a. Honors programming in academic departments
  - b. Draft criteria for Instructors offered multi-year contracts
2. Updates:
  - a. Higher Learning Commission – narrative and data requests:
    - 1) Student projects
    - 2) Travel funds projects
    - 3) Course syllabus audit
    - 4) Lecturers' vita requests
    - 5) Advisory Boards – indicate if your programs don't have any
    - 6) Course comparability – where are we?  
- Course locations list for HLC
  - 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. Needed building “fixes”
  - f. Lecturer evaluation process – agree?
    - 1) Lecturers are evaluated once per year as all other faculty, the evaluation is due 10/15  
[I just picked a date in fall]
    - 2) Lecturers who only teach only one semester for the first time would be evaluated at the end of that semester. For these evaluations, the student evaluation portion would be checked as not observed. If they continue for more than one year, the evaluations would come into play in the 2nd and succeeding years.
    - 3) If Lecturers teach more than one class, they would not be observed in the same class in consecutive years unless a problem was found that suggested revisiting.
3. 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**)
4. Revised Draft – Institution-wide Student Learning Outcomes (attached)  
- Program-level SLOs – submit matrices by Tuesday, April 20
5. Draft – SLOs, Program Review Criteria and External Reviewer Report Format (Steve Werman, Barry Laga, Russ Walker)

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Upcoming Activities/Due Dates:

- April 18 (Wednesday), 7:45 a.m., LHH 222 – meeting for **academic department heads only**  
April 20 (Wednesday)  
April 25, 2012 (Wednesday) – Student Showcase  
April 27, 2012 (Friday) – High School Scholars Faculty Workshop