

**Agenda**  
**Academic Department Heads Meeting**  
**May 14, 2012**  
**11 a.m. - 2 p.m., UC 221**

1. Update on HLC self-study process - Joe Richards
  - "readers" of HLC draft chapters for GENERAL feedback
2. Library Faculty Advisory Committee (Sarah Cron)
3. Student Showcase – a few of the issues
4. New to CMU (August 13 - 14); Planning for lecturer night (late afternoon, August 15th); hosts for lunch with incoming students and their parents (August 12 and 19)
5. Visit with President Foster
  - a. Honors programming in academic departments
  - b. Draft- Instructors offered multi-year contracts
  - c. Everspring
6. Course comparability – What was learned from the meeting with Early Scholars teachers?
7. Updates:
  - a. Catalog updates due to AA
  - b. Student Successes in State, Regional, and National Competitions
  - c. Certifications
  - d. Credit Hour Policy – suggested language: “An undergraduate student should expect to spend on this course a minimum of two hours outside the classroom for every hour in the classroom. More details are available from the faculty member or department office.”
  - e. Technology update (Jeremy Brown)
8. Assessment of institutional student learning outcomes
  - a. ETS' Proficiency Profile - requirement in a capstone course/culminating experience, etc.
  - b. Thinking ahead to fall 2012 on program level outcomes
9. Program Review Cycle; External Reviewer Summary Form
10. Professional conduct
11. Teacher2Teacher: Ken Bain – August 9 (lunch at noon followed by afternoon session) - August 10 (8:30 - 11:30) – all sessions in UC 103 (Game Room)
  - Need RSVP to attend – food, materials, logistics
12. Next meeting: August???