Agenda
Academic Department Heads Meeting
August 8, 2012
9 a.m. - 11 a.m., UC 221

1. HLC Self-study and Federal Compliance Updates
   a. HLC draft chapters for general feedback to criterion committee chairs
   b. Course descriptions
   c. Credit Hour Policy – suggested language on syllabus: “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.” (sent to all faculty 8/1/12)
   d. Total credit hours for each program (Department Head folder in R drive)
   e. Missing faculty vita from last academic year
   f. Implementing DH white paper on Course Comparability - what's the plan?
      – summer follow-up to Early Scholars observations
   g. Developmental-level courses and federal financial aid limits

2. Program Review Manual (sent 7/27); External Reviewer Summary Form (finalize external reviewer report section)

3. Personnel-related items
   a. Charges for background checks – not all finalists
   b. When is a position a position?
   c. AVPAA/Dir of Distance Education search

4. New to CMU: full-time faculty members on August 13 - 14 mornings;
   Lecturer Resource Night: August 15th at 4 p.m. general; 5 p.m. light dinner; 6 p.m. department meetings) – reminder to participate;
   New students: hosts for lunch with incoming students and parents for whatever time you can in the University Center Dining Hall (Student/Parent Lunch, Sunday, August 12 (11:30 a.m. – 2 p.m.) and Stampede Welcome Week, August 18 (10:30 a.m. – 1:30 p.m.))

5. Assessment of institution-level student learning outcomes AY 2012-13 (Bette and Suzanne)
   a. Program Student Learning Outcomes on course syllabi by Spring 2013
   b. ETS' Proficiency Profile - requirement in a capstone course/culminating experience, etc.
   c. Rewarding assessment work as part of teaching
   d. How are assessment results being used?

6. Ideas for professional development for DHs in January

7. Ken Bain Workshop: August 9 (lunch at 12:15 followed by afternoon session 1:30 - 4:30) - August 10 (light breakfast at 7:45 followed by morning session 8:30 - 11:30)
   – all sessions in UC 103 (Game Room Lounge)

8. Additional late start sections, especially general education

9. Straighterline courses

10. Department Updates
Next meeting:  August 22 @ 7:45 in LHH 302 (Tentative)
    September 5 @ 7:45 in LHH 302
    September 19 @ 7:45 in LHH 302
    Maverick Western Hoedown – October 12th (Friday) @ 6 p.m., CMU Ballroom