

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