1. Updates:
   a. Retention:
      1) Vanishing seniors
      2) Progress report on department retention strategies to AA by January 15 – insert responses in retention strategy documents (progress report – January 2015) in Department Head folder
   b. Transitional retiree applications due – others? 1 each from Business, Biology, and LLMC
   c. Maverick Milestone pilots:
      1) Spring 2015 – enrollments
      2) Fall 2015 – faculty proposals
   d. 2015 Student Showcase:
      1) March 4 – applications due
      2) April 24 – Showcase date
   e. Commencement – Friday (December 12), 9:30, Maverick Center

2. Classroom Civility Agreement (sample language)

3. Transfer evaluation process – course review turn-around time between Registrar’s Office and DHs

4. Admissions Update – John Marshall and Michael Poll (Vice President for Enrollment Management)

5. Marketing Update – Kim Williams (Executive Director of Marketing)

6. Visit with Montrose Advisory Committee in early January

7. Internships
   a. Workbook – Chadron State College example (attached) – What sections do you like? Which are less relevant?
   b. CMU internship form (attached)

8. Should Instructors serve on Faculty Senate Standing Committees? Aparna Palmer coming to get feedback from Academic Department Heads.

9. Continued discussion of ideas for communicating the intentionality, coherence, and cumulative nature of student learning outcomes through course, program, department, and institutional materials/messaging
   - What conversations are either going on in or planned for your academic programs?

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Upcoming Dates and Deadlines

Next meeting: January 14, 8 a.m., LHH 302 (tentative)
            or January 21, 7:45 a.m.