

## Arts and Letters Division of Signs and Sounds

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Wednesday, April 20, 2011  
4:45 p.m., Bldg 2700-Room 2727

### AGENDA

1. **Welcome** -Brian McNeece
2. **Attendance and Administrative Drop Policy (*new proposal*)** -Jan Magno
3. **Reading/Language Lab drop policy** -K.Berry/J.Magno
4. **Evaluation of faculty and related matters** -Brian McNeece
  - a. Standards
  - b. Procedures
  - c. Observation Form
  - d. Evaluation of Duties
5. **Academic Senate (*nominations/elections*)** – Brian McNeece
  - a. Candidates: Frank Rapp, Laura Mosier, James Patterson
6. **Fall 2011**
  - a. Fall classes (*selecting now*) -Brian McNeece
  - b. Faculty Book Ordering (*eFollett*) -Grace/Sara
7. **ASG Awards Banquet - 2011**
  - a. Department/Program Awards
    - i. English/Journalism -Brian McNeece
    - ii. ESL -Michael Heumann
    - iii. WLSC -Brian McNeece
  - Jose Ruiz
8. **Forwarding email** – Brian (or Omar)
9. **Reports**
  - a. Atlas Grant –Title V (*progress report*) -Michael Heumann
  - b. Accelerated Learning (*English 10*) – Frank Rapp
10. **Research – “Pipeline” and other** -Brian McNeece
11. **Grants – TAA –DOL** -Sydney Rice
12. **Adjourn**