

Humanities and World Languages, Speech Communications Department
Friday, Sept. 13, 2013, 11:30 a.m.
ALLS division conference room

Agenda

- A. Call to Order
- B. Review and Approval of the minutes
- C. PLO's and SLO assessments:
 - 1. We need to refine the SLO's and keep track of assessment results and dialogue about them and how we modify instruction to improve student learning.
- D. More about SPOL:
 - 1. Planning units, planning objectives, and program review
- E. Are all course outlines of record current, textbooks, SLO's etc. current?
- F. Are all syllabi complete, including the items on the syllabus template? See syllabus template.
- G. Is the HWLSC slate of classes ready to be selected or will there be changes?
- H. Classroom etiquette:
 - 1. Maintenance is finding very dirty classrooms, classrooms with missing desks, and classrooms with furniture moved.
 - 2. No food and drink is allowed.
- I. Lock doors in the 2700 and 400 buildings:
 - 1. This is a MUST to safeguard equipment.
 - 2. You are responsible for the equipment.
- J. Next meeting: Friday Oct. 11 at 11:30 a.m., ALLS conference room.
- K. Adjournment