Department Meeting

Noon-1:15 pm

November 28, 2018

LA 136

**Agenda**

## Initial Business

* Approval of agenda
* Call for approval of the minutes from the last meeting

## Information items

* Kudos—
* New departmental monitor for hallways
* Secretary Luncheon, Dec. 7th
* Faculty Annual Review and Reappointment deadlines
* Spring 2019 classes (December 12th for initial notification of low-enrolling classes)

**Old Business**

* Summer teaching: *Enchiridion* formula for summer appointments [minimum quotas; self-sustaining budgets (100% minimum baseline); equitable distribution of teaching]
* Need for a Faculty Assistance Committee (Mary Ann)
* Committee activities:
	+ Undergrad Studies & Assessment Committee [Program reports due November 16, 2018]
	+ General Education Committee [Assessment reports due January 3, 2019]
	+ Establishing working process for future committee incarnations
* Course offerings: enhanced use of building monitors via PowerPoint; promoting courses with new Purdue numbers
* Student Advising, Retention and Recruitment committee (Andrew)

**Tabled item:**

* Annual Department Report (due in December)

**New Business**

**Items from the floor**

## Call for adjournment

##  Next meeting: TBD

**Kudos Corner:**

Bischoff Cain