

Languages and Literature Division Meeting
January 10, 2014
10am—National Campus Writing Center
Agenda

1. **Welcome**
2. **Reminders:** Syllabi due on Monday; Class lists by end of add/drop period
3. **Assessment:** Liberal Arts program assessment; Program Review; General Education Assessment assignments; Course outline revisions; TracDat access.
4. **Program Changes:** Course Pre-requisites; Writing across the curriculum; Development of capstone courses for Liberal Arts program.
5. **Schedule:** Summer/Year-round schedule must be done by early registration.
6. **Class Attendance Policy:** Mandatory First day attendance policy—need to advertise
7. **Division Changes:** Resignations; new division members; Hiring
8. **Other issues:**
9. **Adjourn**