

Languages and Literature Division Meeting
August 11, 2014
12pm—National Campus Writing Center
Agenda

1. **Welcome**
2. **Reminders:** Syllabi due on Monday; Class lists by end of add/drop period; Convocation on the 15th—need graduation regalia, let us know; Registration: be available to advise students.
3. **Assessment:** Liberal Arts program assessment (PSLO #2—All FL courses); Review advisees records EN120a/EN 120b and EN 110—send to me in an excel worksheet; General Education Assessment assignments (Monty) ; Course outline revisions; Inputting on TracDat/Data for students within our program; working on improvement (gaps in the program review).
4. **Program Changes:** Change in suggested courses for students (Catalog); Course Pre-requisites—gradual move from current level to next level; Development of capstone courses for Liberal Arts program (dissemination of ideas across campuses); textbook adoption.
5. **Schedule:** SPRING 2014/Year-round schedule must be done by this semester.
6. **Class Attendance Policy:** Mandatory First day attendance policy—Put this on your class syllabus: What will happen if students miss the first day?
7. **Division Changes:** PNI campus is part of the division; new division members; Hiring updates/part-time instructors; three meetings per semester (beginning, middle and end); classroom observations (annual—semester); quarterly reports—keep me posted on what you are working on.
8. **Other issues: Materials**—P.O.s must be completed by the end of this month/let us know of any special needs;

9. Adjourn