Agenda
Math Department
8/18/2011

Math Lab evening hours

Math 70, 80, 90 textbooks

Office hours –
1. 4 hr per week, 4 days per week, not less than 30 minutes at a time
2. If on-line, you need to be logged on during the designated time.
3. Submit forms as in prior years to the classified / support staff in your dept.

Confidentiality of student protected information
1. Grades - No posting of grades even with a unique code
2. Other personal or identifiable information must be kept under lock/key

Student Learning Outcomes and Program Learning Outcomes
1. SLOs – for each course (sections should agree or align). Bring copies for Friday flex activity
2. PLO - Program/Degree outcomes should be developed and assessed this year.

Communication - campus / president, division, and Dept.
1. What are your expectations for frequency, format, media, etc.
2. What are your suggestions for improving

Faculty absences:
1. Notify students via their new email – can use webstar too
2. Notify your dept secretary, chair, or dean complete paperwork later
3. 15 minute rule for faculty – if tardy to class. Faculty set the standard for promptness and syllabi and course outlines may be viewed as a contract with the students.

Program review
1. Will be asked to look at DE effects on success/retention and same for large combined classes
2. Will be asked to look at the past 3 years, current status, and future 3 year goals
3. Will include budgeting for 2012-2013 year with "IVUP" cohort model included

1. Calexico classes –classrooms now in SDSU-IV and other schools with some are not optimal for teaching, but will be worked on this year.
2. CurricUNET – updating SLOs, Class Assignments, Textbooks, etc
3. Dept Meetings: every 1st Tuesday at 3:30 pm