

**BSS Department Meeting Agenda**  
Convocation Friday, August 11, 2017  
2:50 – 4:00 p.m. Room 2725

**Welcome** – Kevin White, Chair

1. **Action:** Approval of Minutes 5-8-17

**Department Business:**

- 1 Introductions
- 2 Syllabi Site, template, and due dates
- 3 Opening Day Rosters and Census Rosters
- 4 Drops and Grade Submittal Policies
- 5 Faculty Absences – Using Service Desk and WebStar
- 6 Supplies and Mailboxes
- 7 Reprographics and Department printing
- 8 Program Reviews
- 9 SLOs, PLOs, and SPOL
- 10 Regular Discipline meetings (with minutes)
- 11 Faculty Observations
- 12 Committee assignments
- 13 Canvas
- 14 Starfish

**Discussion:**

- Prison Programs and Dual Enrollment
- FT Temps: History and Psychology
- Enrollment Management

**Other items:**

**Department Meeting Schedule 2017 – 2018:** Meetings are *generally* held on the 2<sup>nd</sup> Monday of each month.

Please commit these to your Academic calendar:

**Fall 2017**

September 11<sup>th</sup>  
October 9<sup>th</sup>  
November 13<sup>th</sup>

**Spring 2018**

March 12<sup>th</sup>  
April 9<sup>th</sup>  
May 7<sup>th</sup>

**For the good of the order:**

**Adjournment**