

**Minutes of Academic Chairperson Meeting  
November 14, 2006**

1. Refreshments were served; the meeting began at 10:00 a.m.
2. Dr. Porter welcomed everyone and introduced Jeanne Herman and Donna Wainio. An update on the student module of Banner was presented. Discussion on the new system took place.
3. Dr. Paul Sracic, Coordinator of General Education, gave a brief report on assessment of learning outcomes in general education courses. Instructions were given regarding assessment reports for each general education course.
4. Dr. Peter Kasvinsky discussed the draft form which would require prior approval of externally funded grant and contract work resulting in supplementary pay.
5. Dr. Phil Ginnetti distributed a template for program review that is successfully being used in the College of Education.
6. Dr. Tod Porter presented an update on the revisions of the Chair's Handbook.
7. Provost Herbert answered questions regarding program review and strategic plan.

The meeting adjourned at approximately 11:30 a.m.

Respectfully submitted by James Kohut