1. Additions to the Agenda  
   a. Syllabus Builder – discussion on outsourcing this task should continue, Division Chairs feel our current Syllabus Builder tool can continue to meet our needs  
2. 2010 Course Fees – due prior to the start of the holiday break  
3. Computer Requests – all but one Division Chair has submitted their requests  
   a. Software Issue – discussion regarding Screencast software an costs to divisions  
4. Budget Planning for FY11 – discussion on the budget template  
5. Local/State/Regional/National Reporting Requirements – deadline for submissions – prior to the Thanksgiving break  
6. Gonzaga University Transfer Social – November 5th – several Division Chairs plan to attend  
7. Alternative Schedules – Friday Office Coverage – agreement that offices will be staffed or arrangements made so that students are served on Fridays  
8. The Big Topic: Professional Development Day December 11th and into the Future – discussion on Division Chair perceptions of faculty buy-in, suggestions for future events and scheduling of such events  
9. Rumor Control and Campus Climate – questions are being asked regarding the budget and the impact of the Governor’s 6% holdback – Jay agreed to work with VP Jurgens to get a message out to faculty regarding the college’s budget status