OFFICE OF INSTRUCTION

DEANS and DIVISION CHAIRS

Doug Anderson  Lloyd Duman  Max Mendez
Susanne Bromley  Michele Jerde  Mike Mires
Lita Burns  Jay Lee  Bob Murray
Pam Claflin  Carol Lindsay  Peter Zao
Gayne Clifford  Paul Manzardo

CHECKLIST MEETING AGENDA
Wednesday, January 6, 2010
2:00 p.m. – 3:30 p.m.
UPSTAIRS—MOLSTEAD 210

1. Additions to the Agenda
   a. WFTC Announcement
   b. Testing Center – Fall semester finals was very busy, Michele will send an email to the Division Chairs

2. Welcome and Introductions – Introduced Mike to his first Division Chair meeting

3. Outreach Coordinator Discussion – Jamie proved handout from each center for Fall 2010 class request
   a. Silver Valley – Fall 2010 additions – yoga and CAN
   b. Bonners Ferry – Fall 2010 – looks similar to previous semesters
   c. Ponderay – more demand than space available – new request for BIOL section

4. Syllabus Builder – the VPI executive order language has been added
   a. Faculty Finder – Bob shared a template of information to be included in Faculty Finder
      • Class prefix
      • Bldg Room #
      • Times of the class (even for tradition 50 minute blocks)

5. Stand-Up Meetings
   a. Suggestion – 8:30 am 2nd and 4th Mondays – Jan. 25th First One at the Seiter Village
- Need to revisit our strengths finder

6. Eight-Year Plan
   a. Jay shared the plan that will submitted to the state board

7. Instructor-Initiated Withdrawal
   a. New policy

8. Missing Grades
   a. All grades have been submitted

9. College and Career Readiness Standards Validity Study – Lloyd Duman
   a. Lloyd discussed a request he received from the Council of Chief State School Officers and the National Governors Association

10. Campus Climate/Rumor Control

11. Good of the Order