**AGENDA**

**DEPARTMENT CHAIRS’ MEETING**

Wednesday, January 07, 2015 at 0 am

Battle Mountain #1, Elko HTC #123, Ely #118, Pahrump #124, Winnemucca #109

Presenter: Vice President Mike McFarlane

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|  | AGENDA ITEM |
| 1. | Planning and Assessment |
| 2. | Adjunct Faculty   * Position Announcement * General Discussion |
| 3. | Grade Submission |
| 4. | Scheduling   * Mini-terms * Dynamically Dated Courses * Summer 2015 |
| 5. | Student Ratings   * Deadlines * Completing of Faculty Information Form (FIF) |
| 6. | Common Course Outcomes |
| 7. | Book Orders |
| 8. | Additional Items as Time Permits |

Next meeting is Friday, February 6, 2015 at 8:30 a.m.