***Department Chairs Report***

**November 2, 2018**

Department Chairs met on Nov. 2at 9:00 a.m. Lora McCarty and Jake Rivera presented the schedule for course planning for Fall and Summer 2019, and the committee reviewed and discussed the Faculty Priority Hiring List, which will hopefully be finalized for Faculty Senate presentation for December. The Department Chairs’ Responsibilities Representatives reported that a draft of the document has been completed in the sub-committee and this will be shared with departments in the near future with aims toward approving the document in the coming meeting. The committee also approved filling the open position in the education department and the process is already moving forward with the department and VPAA’s support. We have no action items at this time.