

CCSU Connected.

School of Education & Professional Studies

Department Chair Monthly Meeting Agenda Template

Purpose: better support department and faculty, provide accountability, and assist with helping build annual reports

Department:

Date:

Advising/Curriculum:

Annual Goals:

Assessment:

Budget:

CCSU Interim Strategic Plan elements:

Course Scheduling:

Department Events/Initiatives:

Enrollment/Retention:

Faculty News:

Foundation Funds/Alumni Outreach:

Minutes from Department/Program Meetings:

Needs/Priorities:

Travel Budget:

Other: