



## Department Chair Meeting

*August 24, 2021*

### AGENDA

- I. Welcome Back
- II. SLO Modules
  - a. Wednesday August 25<sup>th</sup> @4:15 PM
  - b. Thursday August 26<sup>th</sup> @7:15 AM
- III. Lesson Plan Due Dates
- IV. Department Chair Responsibilities
  - a. Ensure BISD curriculum frameworks are implemented in the classroom
  - b. Assist in the development, implementation, and evaluation of the long and short range plans of the campus
  - c. Assist teachers through staff development activities, instructional strategies, materials and resources and management procedures
  - d. Disseminate appropriate information to department members.
  - e. Conduct regular meetings with department members and submit sign-in sheets and copies of the agenda to the dean.
  - f. Inventory of department materials and resources
  - g. Assist campus principal and dean in other daily operations or duties assigned
- V. BOY – JoAnn
- VI. Dates for Department Meetings
- VII. Updates on any scheduling concerns
- VIII. Accreditation Review – October
- IX. Notes / Comments

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