

Potential Topics for Chairs' Retreat

- Banner Finance/Budget training
 - Banner Access
 - Budget building
 - Budget management
 - Accessing budget information in Banner
- Onboarding New Faculty
 - Often falls to administrative support staff
 - Should be department chair?
- Coordinating Assessment
- Program Review
- How to Calculate Faculty Absences
- Evaluations
- "Tips of the Trade"
 - Experienced Chairs share tips that are not necessarily in the handbook
(i.e. Student's third attempt at a class...)