Chair Transon: Outline of possible topics for conve between incoming chair/director, outgoing chair/director, and as necessary the ADC

- x **Departmental/Program records** t would be helpful to summarize the content of these documents and convey where they are located.
    - x Academic Data Pr es for the department/program (most recent, housed in Canvas)
    - x Annual reports submi ed by the previous chair (please see Jen Scanlon s email on 4/23 for the revi ual report process).
    - x Decennial review

x **Sta (ADCs, lab instructors, and other): Sta**formance reviews and check-ins. Any
   sta+relevant informa