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| <b>Timestamp</b>   | 8/9/2013 15:35:35  |
| <b>Username</b>  | cquinn@austincc.edu  |
| <b>Unit Name</b>   | Business Studies   |
| <b>What improvements have been planned implemented</b>   | I have met with every department chair in Business Studies, in person, at least once during the past two months.   |
| <b>How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve</b> | Communication between the departments and me is much deeper with face-to-face communication. The morale of department chairs is also better when I meet with them face-to-face rather than relying on phone and email communication. |
| <b>Description of what measures are going to be used to determine if the improvements were successful</b>                | Track department chairs visited each semester..  |
| <b>baseline data used to determine improvements were needed</b>  | No hard data is available.   |

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| <b>target goal data that shows your improvements have achieved your goals</b> | Visiting with each department chair at least once every semester is the goal.                                    |
| <b>current data where you are currently in reaching your target</b>           | I have met with every department chair in Business Studies, in person, at least once during the past two months. |
| <b>Narrative</b>  |  |
| <b>Unit Review Leader</b>   | Charles Quinn  |