## LISCproceduresresponse

Jim,

It was a fairly easy transition at least for me. I don't think I met with the staff support person one-on-one prior to becoming chair to discuss the transition. I met with the past chair of LISC for 20 minutes and he explained what he did and he emailed me documents. I'll be happy to do the same and meet with the new chair of LISC once that is decided along with sharing agendas and minutes of my two years as chair. I'll also be happy to answer any questions or meet with him/her in the next academic year as well if need be.

In terms of transition, I would encourage the new chairs to meet with the outgoing chairs at least once.

Dave