

### AGENDA – Wednesday, April 20, 2016

**Aracely Aguiar**  
Acting Vice President of  
Academic Affairs

#### OFFICE OF INSTRUCTION

**Celena Alcalá**  
Acting Dean of Career and  
Technical Education  
**Carlos Sermeno**  
Allied Health  
**Jack Moy**  
Applied Technology  
**Gerald Ludwig**  
Career Studies  
**Anna Chiang**  
Computer Science and  
Applications

**Kathy Walton**  
Dean of Retention, &  
Educational Services  
**Jane Witucki**  
Health & Kinesiology  
**Ken Lin**  
Library

**Walter Jones, Ed.D.**  
Dean of General  
Education & Transfer  
Studies  
**Laura Peterson**  
CEMA  
**Joyce Sweeney**  
Humanities & Fine Arts  
**Fran Leonard**  
Language Arts  
**Matthew Robertson**  
Mathematics  
**Abraha Bahta**  
Science  
**Sholeh Khorooshi**  
Social Sciences

**Eric Ichon**  
Dean of Distance Learning  
& Instructional  
Technology

**Rebecca Tillberg**  
Dean of Research &  
Planning

**Mark Pracher**  
Sponsored Programs &  
Development

**Mary-Jo Apigo**  
Dean of Teaching &  
Learning

**Barry Sloan**  
Associate Dean  
Westside Extension  
Contract Education

#### Office of Instruction (9:00 – 10:00 a.m.):

- A. Timelines/Tasks
- B. SAP rejection reports
- C. TBA scheduling
- D. Under load / over load vs. load banking
- E. Create To-Do list for improving work procedures
- F. Fall 2015 – % of syllabi outstanding and plan for counseling memos
- G. Spring 2016 – Class cancellations for Spring 2016.  
– % of offer letters outstanding for Spring 2016  
– % of syllabi outstanding and plan for counseling memos
- H. Summer/Fall '16 – **Seniority lists**  
– Adding classes to Summer/Fall 2016, 2-3% growth?  
– 2016/17 chair assignments confirmation.
- I. Academic Year – TBA scheduling and other possible audit issues  
– Scheduling issues: unstaffed classes, violations of 60% limit, invalid IDs, Zero enrolled classes/not cancelled, under scheduled sections, etc. – 2015/16 clean up.
- J. S.T.A.R.T. training (Wed. 4/20/16 or Fri. 4/29/16)
- K. Evaluations process/tracking – Judith, Mary-Jo, Ara.

#### Academic Affairs (10:00 – 12:00 a.m.):

- L. Accreditation – Ara
- M. Enrollment Management – 1. 2015-16 base + growth, increase class offerings  
Tilberg 2. 2016-17 FTES model  
3. Basic skills comparison to state analysis
- N. Curriculum – Ara 1. ADT report, Certificates/Degrees, Program review/validations  
2. COR project, inventory  
3. Honors courses
- O. Faculty Allocation – Ara
- P. Monthly Items: 1. Non-credit FTES – Kathy Walton  
2. Enhanced non-credit – Barry  
3. Budget – discuss prior to Budget Committee meeting (4<sup>th</sup> Thursday?).  
4. The 5<sup>th</sup> of the month report writing
- Q. Periodic Status Reports: 1. Syllabus collection/review/calling faculty – Mary-Jo  
2. SLO's – Mary-Jo  
3. Census/Exclusion/Grade rosters/Active Enrollment – Michael  
4. Student Success – Walter Jones  
5. Block Grant – Helen  
6. Catalog – Kimberly  
7. Staffing