

# WEST LOS ANGELES COLLEGE

## Academic Affairs

**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

## AGENDA – Wednesday, February 3, 2016

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

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| <ul style="list-style-type: none"><li>A. Timelines/Tasks</li><li>B. <b>Open Class List: distribution, posting</b></li><li>C. Are we enforcing pre-reqs?</li><li>D. SIS money for backfill hiring</li><li>E. Evaluations due dates tracking – Judith</li><li>F. 6% growth for 2015/2016<ul style="list-style-type: none"><li>1. Add sections-Winter/Spring</li><li>2. List of MOU classes</li></ul></li></ul> | <ul style="list-style-type: none"><li>G. Scheduling issues:<ul style="list-style-type: none"><li>1. Winter and Spring 2016 unstaffed classes</li><li>2. Offer letters, response</li><li>3. Violations of 60% limit, invalid IDs</li><li>4. Work Block / FTES Summary forms</li><li>5. Zero enrolled classes/not cancelled</li><li>6. Fall 2015 under scheduled sections</li><li>7. Summer/Fall 2016 production</li></ul></li></ul> |
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### Academic Affairs (10:00 – 12:00 a.m.):

- H. Accreditation – Ara
- I. Enrollment Management – Tilberg
  - 1. 2015-16 base + growth, increase class offerings Winter, Spring, Summer
  - 2. 2016-17 FTES model
  - 3. Basic skills comparison to state analysis
- J. Curriculum – Ara
  - 1. ADT report, Certificates/Degrees, Program review/validations
  - 2. COR project, inventory
  - 3. Honors courses
- K. Faculty Allocation – Ara
- L. 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
- M. 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. Evaluations follow up and tracking – Mary-Jo Apigo
  - 6. Block Grant – Helen
  - 7. Catalog – Kimberly
  - 8. Staffing
  - 9. Website



# DRAFT

## MASTER CALENDAR OF TIMELINES & TASKS - Academic Affairs & Office of Instruction

<--Enter dates to include in filter-->      2/8/16, Mon      2/20/16, Sat

Still needs to be reviewed against the new AFT contract

Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
Admin. Staff	Spring	1/26/16, Tue	2/8/16, Mon		Semester prep.	Give instructor list to Mailroom to create mail boxes.	
Admin. Staff	Spring	1/26/16, Tue	2/8/16, Mon		Semester prep.	Inform IT of new hires and retirees so they can update phone and email registries.	
Admin. Staff, Michelle	Spring	2/1/16, Mon	2/8/16, Mon		Semester prep.	Admin. Staff posts signs regarding schedule changes (e.g. room changes, new sections, cancellations..) - coordinate signage with Michelle.	
Work Environment Committee	2nd Monday	-	2/8/16, Mon		Committees	Work Environment Committee meeting	
Faculty	Yearly	-	2/8/16, Mon	?	Elections / Selections / Appointments	Nominations for Adjunct Representatives are due (to Academic Affairs).	Art. 17.B.3.
Deans, Admin. Staff	1-3 year cycle for each member	-	2/8/16, Mon	?	Evaluations	Request Spring evaluation schedule from chairs.	Art. 19. Appendix C
AFT, District	Yearly	-	2/8/16, Mon	?	Evaluations	Training shall be scheduled for all evaluators (as developed by AFT and	Art. 19.A.3. (new)
FYI	Spring	-	2/8/16, Mon		FYI	Spring classes begin	
Karen	Summer/Fall	2/5/16, Fri	2/9/16, Tue		Sched. prep.	Karen reviews Summer/Fall Page Proofs then submits to Deans for review	
Michelle	Summer/Fall	2/5/16, Fri	2/9/16, Tue		Sched. prep.	Michelle submits PO request	
Professional Learning Sub Committee	?	-	2/9/16, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	2nd & 4th Tuesday	-	2/9/16, Tue		Committees	Academic Senate meeting	
Deans, Admin. Staff	Yearly	-	2/9/16, Tue	?	Elections / Selections / Appointments	Ballots for Adjunct Representatives Elections are distributed.	Art. 17.B.3.
Professional Learning Subcommittee	?	-	2/9/16, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner

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Faculty	Winter	2/8/16, Mon	2/16/16, Tue		Rosters- Census, Exclusion, Grade, PA	Faculty turn in grade report forms no later than five (5) college work days after the last day of final exams.	Art. 13.D.8.g.
President	Yearly	-	2/16/16, Tue	?	Budget	President approves budget	
Academic Senate	1st & 3rd Tuesd	-	2/16/16, Tue		Committees	Academic Senate Executive Board meeting	
Technology Committee	3rd Tuesday	-	2/16/16, Tue	?	Committees	Technology Committee meeting	
Transfer Committee	3rd Tuesday	-	2/16/16, Tue		Committees	Transfer Committee meeting	
V.P. or designee, Deans, Admin. Staff	1-3 year cycle for each member	-	2/16/16, Tue	?	Evaluations	V.P. or designee sends notices to faculty members and their Chair/Supervisor of upcoming performance evaluations (at start of each semester).	Art. 19.E. Art. 19.P.
Distance Education Committee	3rd Wednesday	-	2/17/16, Wed	?	Committees	Distance Education Committee meeting	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	2/17/16, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	2/17/16, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Monthly (as needed)	-	2/17/16, Wed		Instr. Asg's. - Absences	Submit Adjunct faculty absence reports to payroll monthly (prior to lockout).	
V.P., Deans	Spring	-	2/17/16, Wed	?	Rosters- Census, Exclusion, Grade, PA	Send request to Michael Goltzman to send a reminder to faculty that Exclusion Rosters are due (about a week in advance).	
Karen	Summer/Fall	2/11/16, Thu	2/18/16, Thu		Sched. prep.	Karen enters Page Proof redlines (if any) for Summer/Fall and returns redlined Page Proofs to Michelle	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
College President, AFT	Summer	-	2/19/16, Fri	?	Instr. Asg's.	Pres. shall establish a college Intersession Committee consisting of no less than 2 faculty members as determined by AFT campus rep's and no less than 3 administrators as determined by the Pres. (to serve as appeals committee regarding	Art. 15.D.
President, V.P., Deans	Summer/Fall	1/29/16, Fri	2/22/16, Mon		Sched. prep.	President, V.P. and Deans review/approve cover and wrap for Summer/Fall schedule	
Chairs	Spring	2/1/16, Mon	2/22/16, Mon		Instr. Asg's.	Division Chairs update and submit seniority lists in electronic format to V.P. Deans (by the semester census date).	Art. 16. Art. 16.A.3. Art. 22.C-D.
V.P., Deans	Yearly	2/16/16, Tue	2/22/16, Mon	?	Budget	Deans/VP review and approve the Budget Prep. Worksheets and forward to Helen for submission.	
Research Dean	Winter/Spring	2/8/16, Mon	2/24/16, Wed		Sched. prep.	Research Dean prepares and submits the allocation models for Winter/Spring to V.P., Deans, Karen	
V.P., Deans, Karen, Rebecca, Admin. Staff	Winter/Spring	2/8/16, Mon	2/24/16, Wed		Sched. prep.	Schedule meeting with V.P., Deans, Karen and Rebecca to discuss upcoming schedule production, objectives/goals, budget, allocations...	
Deans, Chairs, Admin. Staff	Spring	1/25/16, Mon	2/26/16, Fri		Instr. Asg's.	Review instr. asgs for Spring. Check FTE limits, over/under loading, cancellations, bumps, hrly vs. reg, unstaffed classes, revisions to Workbook/FTEF, banking... Process corrections on Protocol, offer letters, Workbook/FTEF...	