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Dean of Teaching &
Learning

Barry Sloan
Associate Dean
Westside Extension
Contract Education

AGENDA – Wednesday, June 1, 2016

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

- A. Timelines/Tasks
- B. Class cancellations
- C. Fall 2016 allocation
- D. Reorganization of divisions
- E. Train the training mentor
- F. TBA
- G. Create To-Do List for improving work process/success
- H. Adjunct elections
- I. Summer building closure/planned activities coordination with Plant Facilities
- J. DL MOU forms – summer and fall
- K. Catalog process and Chair meetings
- L. Spring 2016
 - Class cancellations for Spring 2016.
 - % of offer letters outstanding for Spring 2016
- M. Summer/Fall '16
 - Seniority lists
 - Adding classes to Summer/Fall 2016, 2-3% growth?
 - 2016/17 chair assignments confirmation.
- N. 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.
- O. Evaluations process/tracking – Judith, Mary-Jo, Ara.

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

- P. Accreditation – Ara
- Q. Enrollment Management –
 - 1. 2015-16 base + growth, increase class offerings
 - 2. 2016-17 FTES model
 - 3. Basic skills comparison to state analysis
- R. Curriculum – Ara
 - 1. DL addendums
 - 2. ADT report, Certificates/Degrees, Program review/validations
 - 3. COR project, inventory
 - 4. Honors courses
- S. Faculty Allocation – Ara
- T. Monthly Items:
 - 1. Non-credit FTES – Kathy Walton
 - 2. Enhanced non-credit – Barry
 - 3. Budget – discuss prior to Budget Committee meeting (4th Th)
 - 4. The 5th of the month report writing
- U. 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

