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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, January 6, 2016

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

- A. Are we enforcing pre-reqs?
- B. SIS money for backfill hiring
- C. Timelines/Tasks
- D. Evaluations due dates tracking – Judith
- E. 6% growth for 2015/2016
 - 1. Add sections-Winter/Spring
 - 2. List of MOU classes
- F. Scheduling issues:
 - 1. Winter and Spring 2016 unstaffed classes
 - 2. Offer letters, response
 - 3. Violations of 60% limit, invalid IDs
 - 4. Work Block / FTES Summary forms
 - 5. Fall 2015 zero enrolled/not cancelled
 - 6. Fall 2015 under scheduled sections
 - 7. Summer/Fall 2016 production

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

- G. Exclusion rosters – compliance memo
- H. 2014-2015 Audit – Deans
- I. Block Grant – Helen
- J. Accreditation – Ara
- K. Catalog – Kimberly
- L. 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
- M. Syllabus collection/review/calling faculty – Mary-Jo
- N. SLO's – Mary-Jo
- O. Curriculum – Ara
 - 1. ADT report, Certificates/Degrees, Program review/validations
 - 2. COR project, inventory
 - 3. Honors courses
- P. Faculty Allocation – Ara
- Q. Student Success – Walter Jones
- R. Monthly Items:
 - 1. Non-credit FTES – Kathy Walton
 - 2. Enhanced non-credit – Barry
 - 3. Budget – discuss prior to Budget Committee meeting (4th Thursday?).
 - 4. The 5th of the month report writing
- S. Periodic Status Reports:
 - 1. Census/Exclusion/Grade rosters/Active Enrollment – Michael
 - 2. Evaluations follow up and tracking – Mary-Jo Apigo
 - 3. Staffing
 - 4. Website