

**Robert Sprague**  
Vice President of  
Academic Affairs

### OFFICE OF INSTRUCTION

**Aracely Aguiar**  
Dean of Career and  
Technical Education

**Jack Moy**  
Applied Technology

**Carmen Dones**  
Allied Health

**Charles Stapleton**  
Behavioral & Social  
Sciences

**Aracely Aguiar, Acting**  
Business

**Anna Chiang**  
Computer Science and  
Applications

**Kathy Walton**  
Dean of Retention, &  
Educational Services

**Jane Witucki**  
Dance, Health, & Physical  
Education

**Ken Lin**  
Library

**Walter Jones, Ed.D.**  
Dean of General  
Education & Transfer  
Studies

**Charles Stapleton**  
Behavioral & Social  
Sciences

**Michael Arata**  
Humanities & Fine Arts

**Fran Leonard**  
Language Arts

**Matthew Robertson**  
Mathematics

**Abraha Bahta**  
Science

**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

### DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, May 20, 2015

- A. Timelines/Tasks—prioritize, quality control, right person for job, meet deadlines, communicate.
- B. Summer building use.
- C. Today's COW - Part II
  1. What is the range of basic skills offerings relative to our number of underprepared students? Is it enough?
  2. Do our colleges offer classes for unprepared students commensurate with their representation in our student population?. Do we offer courses at a level commensurate with the rest of the state?
- D. Reorganization:
  1. Chair elections –
    - a. need to determine correct department/division for each full-time instructor (also see B.3.f.)
    - b. need to determine Chairperson reassigned FTEF for each department/division
  2. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
  3. Clean up – ask District Office to correct/update systems so costs are charged to correct fund centers and instructors are coded in correct divisions:
    - a. Create new department/division codes and names where needed
    - b. Correct department/division names that changed, e.g. Applied Technology, Dance, Health & Kinesiology, Library Division, Learning Center Division
    - c. Correct department/division numbers for specific disciplines, e.g. LRNSKIL, LRNSK, TRAVEL, HOSPT, BUS, etc. (send comprehensive list)
    - d. Create new or change department/division codes for LRSKIL, LRNSK, PERSDEV which should be under Student services instead of Academic Affairs
    - e. Course outline clean up, e.g. change department numbers
    - f. Correct department/division codes for all full-time instructors (send comprehensive list)
    - g. Non-credit Programs instead of Free College
- E. Permissions codes – determine codes (see 4/28/15 email) and give send Michael Golterman the list of students for each code to be used. Give Karen the section numbers to code.
- F. Scheduling issues:
  1. Winter/Spring 2016 galley meetings/directions for Chairs.
  2. Summer/Fall 2015 – increase classes offerings?
  3. Summer/Fall 2015 – unstaffed classes.
  4. Summer 2015 – Upward Bound classes – Kathy.
  5. Spring 2015 – unstaffed classes (FLM PRD, NURSING) – Ara.
  6. Over/under scheduled sections.
- G. Weekly Status Reports:
  1. Non-credit FTES – Kathy Walton
  2. Enhanced non-credit – Barry
  3. Enrollment Management – Rebecca Tilberg
  4. Cost of instruction analysis – Helen

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5. SLO's – Mary-Jo Apigo
6. Evaluations – Mary-Jo Apigo
7. Syllabus collection/review – Mary-Jo Apigo
8. Curriculum – Aracely Aguiar
9. Student Success – Walter Jones
10. Work Blocks – Load/FTES Summaries Completed – all Deans

- H. Invite Olga (and Celena) to discuss supervision pay/new Contract language regarding limits on adjunct asg's–interpretation, verbiage to rescind offers. Send list of questions prior to meeting.
- I. Periodic Status Reports:
1. Seniority/Priority lists on web
  2. Program review/validations
  3. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
  4. The 5<sup>th</sup> of the month report writing.
  5. Accreditation
- J. Monthly Items:
1. Budget – discuss prior to Budget Committee meeting (4<sup>th</sup> Thursday?).
  2. Monthly meeting with Phyllis, Shalomon, Michael, Celena – 4<sup>th</sup> Wednesday of each month, 11:00 – 12:00.
    - a. Student enrollments after day one.
    - b. Add sheets – Ara will create form (multiple classes for individual students)
    - c. Enrolling students in Black Scholars, Project Learn, Puente, POPP and other cohort programs (Michael and Ara will discuss testing permissions codes on FLM PRD section)
    - d. Census/Exclusion/Grade rosters – develop monitoring and disciplinary processes
    - e. Grade change process – need written procedures
    - f. Certificates/Degrees
    - g. Petition process for pre-requisites challenge
    - h. Seniority/Priority lists to post on website
- K. Outstanding items:
1. Staffing in Academic Affairs / Office of Instruction – New position (Senior Secretary?)
  2. CTE EF 40% application (Mark)
  3. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
  4. Room matrix verification for ADA signs.
  5. Control of Room Book – create written policy, post it on front of book, email each semester, discuss at Divisional Council, consider putting it online in the future.
  6. Where do adjuncts hold office hours? When? Have Divisional Council determine Disciplines with adjunct office hour location issues. Are they included in new building plans?
  7. Work Blocks/Load Summaries – need written policy:
    - a. How are we handling over/under loads? How does balancing via adjunct asg's effect seniority lists?
    - b. How do we show SFP assignments?
  8. Train Chairpersons and instructors: create handbook, workshops, video tutorials, Olga's manual for adjuncts. Periodic meeting to review AFT contract. Consult with new Professional Development Coordinator Kimberly Manner. Make commitment in July. Can Mary-Jo arrange?
  9. Website – Redesign Academic Affairs site, Faculty/Staff directory issues.