

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, July 1, 2015

- A. Timelines/Tasks—prioritize, quality control, right person for job, meet deadlines, communicate.
- B. Academic Year – year end clean up to prevent audit findings
- C. Reorganization:
 1. Determine Division Names
 2. Enter Chairpersons' reassigned FTEF on SAP (before July 1)
 3. Update ESC (which can't be done properly until the division codes are changed at the DO)
 4. Update searchable schedule on the web (can't be done properly until codes are fixed by DO)
 5. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
 6. 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 COUNSEL, PERSDEV which should be under Student services instead of Academic Affairs
 - e. Correct department/division codes on SAP for all full-time instructors and classified help (send comprehensive list to DO or can Hansel do this?)
 - f. Course outline clean up?, e.g. change department numbers
 - g. Non-credit Programs instead of Free College?
- D. SLO memo for faculty with pending assessments.
- E. Chairperson evaluations.
- F. Permission codes for restricted enrollment – test sections in summer
- G. 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?
- H. Scheduling issues:
 1. Unstaffed classes – Summer 2014, Summer 2015, Fall 2015
 2. Over/under scheduled sections.
 3. Academic year-end clean up.
- I. Weekly Status Reports:
 1. Syllabus collection/review – Mary-Jo Apigo
 2. Non-credit FTES – Kathy Walton
 3. Enhanced non-credit – Barry
 4. Enrollment Management and FTES/Budget – Rebecca Tilberg
 5. Cost of instruction analysis – Helen
 6. SLO's – Mary-Jo Apigo, Luis

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7. Evaluations – Mary-Jo Apigo
8. Curriculum – Aracely Aguiar
9. Student Success – Walter Jones
10. Work Blocks – Load/FTES Summaries Completed – all Deans

J. 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 5th of the month report writing.
5. Accreditation

K. Monthly Items:

1. Budget – discuss prior to Budget Committee meeting (4th Thursday?).
2. Monthly meeting with Phyllis, Shalomon, Michael, Celena – 4th 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

L. 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 mtgs to review AFT contract. Consult with Prof. Dev. Coordinator K. Manner. Can Mary-Jo arrange?
9. Website – Redesign Academic Affairs site, Faculty/Staff directory issues.