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Acting Vice President of
Academic Affairs

**OFFICE OF
INSTRUCTION**

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Gerald Ludwig
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Jane Witucki
Health & Kinesiology
Ken Lin
Library

Walter Jones, Ed.D.
Dean of General
Education & Transfer
Studies
Laura Peterson
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Joyce Sweeney
Humanities & Fine Arts
Fran Leonard
Language Arts
Matthew Robertson
Mathematics
Abraha Bahta
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Dean of Distance Learning
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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 27, 2016

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

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| <ul style="list-style-type: none">A. Timelines/TasksB. Are we enforcing pre-reqs?C. SIS money for backfill hiringD. Evaluations due dates tracking – JudithE. 6% growth for 2015/2016<ul style="list-style-type: none">1. Add sections-Winter/Spring2. List of MOU classes | <ul style="list-style-type: none">F. Scheduling issues:<ul style="list-style-type: none">1. Winter and Spring 2016 unstaffed classes2. Offer letters, response3. Violations of 60% limit, invalid IDs4. Work Block / FTES Summary forms5. Fall 2015 zero enrolled/not cancelled6. Fall 2015 under scheduled sections7. Summer/Fall 2016 production |
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Academic Affairs (10:00 – 12:00 a.m.):

- G. Accreditation – Ara
- H. 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
- I. Curriculum – Ara
 - 1. ADT report, Certificates/Degrees, Program review/validations
 - 2. COR project, inventory
 - 3. Honors courses
- J. Faculty Allocation – Ara
- K. 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
- L. 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