

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

Gerald Ludwig
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, March 18, 2015

- A. Timelines/Tasks—prioritize, quality control, right person for job, meet deadlines, communicate.
- B. Spring 2015 unstaffed classes (BUS, CH DEV, NURSING, PERSDEV).
- C. Budget – discuss prior to Budget Committee meeting (4th Thursday?).
- D. 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
 - 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
- E. CTE EF 40% application (Mark)
- F. Invite Michael Golterman, Diana Baxter and Terry McGee to discuss using permissions to restrict enrollment in cohort program classes. Test on FLM PRD late start section?
- G. 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.
- H. ESC - curtail access/discuss criteria for access. Ask users to reset passwords.
- I. Staffing in Academic Affairs / Office of Instruction
 - 1. Sub/Relief for Kimberly's position
 - 2. New position (Senior Secretary?)
- J. Scheduling issues to resolve ASAP:
 - 1. Summer 2015 – increase classes by 20% ?
 - 2. Spring 2015 – adding sections, unstaffed classes, assignments exceeding limits, etc.
 - 3. Winter/Spring 2016 prep. How to properly redline. Do workshop at Divisional Council.
 - 4. Fall 2014 – Over/under scheduled sections
- K. 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.
- L. Monthly Items:
 - 1. Monthly meeting with Phyllis (enrollment mgmt.), Shalamon, Michael, Celena – 4th Wednesday of each month, 11:00 – 12:00.

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- 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
- d. Census/Exclusion/Grade rosters – develop monitoring and disciplinary processes
- e. Grade change process – need written procedures
- f. Reorganization – create new department codes, update course outlines and work with District Office to update systems so costs are charged to correct fund centers.
- g. Certificates/Degrees
- h. Petition process for pre-requisites challenge
- i. Seniority/Priority lists to post on website

M. Outstanding items:

1. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
2. Room matrix verification for ADA signs.
3. 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.
4. 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?
5. 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?
6. 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?
7. Website:
 - a. Redesign Academic Affairs site.
 - b. Faculty/Staff directory issues – develop recommendations for IT.
8. Academic Affairs –remodeling
9. Reorganization:
 - a. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
 - b. Clean up – ask District Office to correct:
 - i. Division Names, e.g. Applied Technology, Dance, Health & Kinesiology, Library Division, Learning Center Division
 - ii. Department (Div.) numbers, send specific disciplines to change, e.g. LRNSKIL, LRNSK, TRAVEL, HOSPT
 - iii. New/changed department codes for LRNSKIL, LRNSK, PERSDEV should be under Student services instead of Academic Affairs
 - iv. Course outline clean up, e.g. change department numbers
Non-credit Programs instead of Free Co