

Aracely Aguiar

Acting Vice President of
Academic Affairs

**OFFICE OF
INSTRUCTION****Celena Alcalá**

Acting Dean of Career and
Technical Education

Carlos Sermeno

Allied Health

Jack Moy

Applied Technology

Gerald Ludwig

Career Studies

Anna Chiang

Computer Science and
Applications

Kathy Walton

Dean of Retention, &
Educational Services

Jane Witucki

Health & Kinesiology

Ken Lin

Library

Walter Jones, Ed.D.

Dean of General
Education & Transfer
Studies

Laura Peterson

CEMA

Joyce Sweeney

Humanities & Fine Arts

Fran Leonard

Language Arts

Matthew Robertson

Mathematics

Abraha Bahta

Science

Sholeh Khorrooshi

Social Sciences

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

AGENDA – Wednesday, March 23, 2016

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

- A. Timelines/Tasks
- B. PeopleSoft SIS conversion validation, Thursday March 24
- C. S.T.A.R.T. training
- D. No offer report by discipline and confirmation that letters have been sent.
- E. % of offer letters outstanding for Spring 2016 --- # of faculty that have not responded.
- F. % of syllabi outstanding and plan for counseling memos for Fall 2015, Winter 2016 -- Deans to send out Counseling memos on 2/17/16.
- G. Plan for 2nd 8 week classes based on Enrollment Reports from Rebecca and Eric, identification and confirmation of over 40 and increase to 80--share the plan of action by discipline. The key is to use the list given out last week.
- H. Class cancellations for Spring 2016, --if any. This is our last week to cancel low enrolled---what is the plan of cancelling or not cancelling and why we have low enrolled classes going forward vs cancellations of others.
- I. Number of sections without enrollment that need cancellation Fall 2015, Winter 2016 including tutoring. "clean up"
- J. Error reports - reconciliation of the error reports if any -- office of instruction staff please report.
- K. All chair assignments confirmation--- deans
- L. Election plans and dates based on FTEP for Fall 2015—deans
- M. Ombudsperson and outstanding student complaints --- deans
- N. Non-credit report --- Walton and Tom-Miura
- O. Non-credit report to enhance transfer programs – Walter
- P. Non-credit report to enhance CTE programs – Alcalá
- Q. Elections needed for Spring 2016. Adjunct elections, chair elections - office of instruction staff will provide reports, timeline and documents.
- R. Evaluations due dates tracking – Judith
- S. Scheduling issues: unstaffed classes, violations of 60% limit, invalid IDs, Zero enrolled classes/not cancelled, under scheduled sections, etc.

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

- T. Accreditation – Ara
- U. 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

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V. Curriculum – Ara

1. ADT report, Certificates/Degrees, Program review/validations
2. COR project, inventory
3. Honors courses

W. Faculty Allocation – Ara

X. 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

Y. 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