

AGENDA – Wednesday, March 30, 2016

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

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

- A. Timelines/Tasks
- B. Adding classes to Summer/Fall 2016
- C. TBA scheduling and other possible audit issues
- D. S.T.A.R.T. training (Wed. 4/20/16 or Fri. 4/29/16)
- 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, Spring 2016.
- G. Class cancellations for Spring 2016.
- H. 2016/17 chair assignments confirmation.
- I. Evaluations process/tracking – Judith, Mary-Jo, Ara.
- J. Scheduling issues: unstaffed classes, violations of 60% limit, invalid IDs, Zero enrolled classes/not cancelled, under scheduled sections, etc. – 2015/16 clean up.

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

- K. Accreditation – Ara
- L. 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
- M. Curriculum – Ara
 - 1. ADT report, Certificates/Degrees, Program review/validations
 - 2. COR project, inventory
 - 3. Honors courses
- N. Faculty Allocation – Ara
- O. 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
- P. 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