

**Robert Sprague**  
Vice President of  
Academic Affairs

**OFFICE OF  
INSTRUCTION**

**Aracely Aguiar**  
Dean of Career and  
Technical Education

**Carmen Dones**  
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 Khoroooshi**  
Social Sciences

**Eric Ichon**  
Dean of Distance Learning  
& Instructional  
Technology

**Rebecca Tillberg**  
Dean of Research &  
Planning

**Mark Pracher**  
Sponsored Programs &  
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**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 22, 2015

- A. Timelines/Tasks–prioritize, quality control, right person for job, meet deadlines, communicate.
- B. 2015-16 base + growth – increase class offerings.
- C. Discussion with Olga (11:00 a.m.) re:
  1. Adjunct Faculty Orientation on August 26
  2. Fall welcome letter
  3. Online approval form for over 40 enrollment limits
  4. Offer letter response and reassignments
  5. Syllabi collection
- D. Discussion with Adrienne re: Preparations for Fall.
- E. All administrators required to attend meeting re: TBA audit findings (S-2014-01, S-2014-02).
- F. We need a guidance manual and procedures for requesting and entering pre-requisites. (current confusion between P for placement vs. prerequisites/pass).
- G. Reorganization:
  1. Determine Division Names (Academic Senate should approve)
  2. Update ESC (which can't be done properly until the division codes are changed at the DO)
  3. Update searchable schedule on the web (can't be done properly until codes are fixed by DO)
  4. Update org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
  5. Update Academic Affairs website
  6. Update templates, e.g. memo templates
  7. Ask District Office to correct/update systems so costs are charged to correct fund centers and instructors are coded in correct divisions:
    - a. Correct department/division names that changed, e.g. Applied Technology, Dance, Health & Kinesiology, Library & Learning Resources / DSPS?
    - b. Correct department/division numbers for specific disciplines, e.g. foreign languages, TRAVEL, HOSPT, etc. (send comprehensive list to Sarah Crespo & Eddie A.)
    - c. Change division codes for Counseling which should be under Student services instead of Academic Affairs?
    - d. Correct department/division codes on SAP for all full-time instructors and classified help (send list to Hansel?)
    - e. Course outline clean up?, e.g. change department numbers
    - f. Non-credit Programs instead of Free College?
- H. SLO memo for faculty with pending assessments.
- I. Chairperson evaluations.
- J. Permission codes for restricted enrollment – test sections in fall?
- K. Scheduling issues: Unstaffed classes – Summer **2014**, Fall 2015; Over/under scheduled sections
- L. 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

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

**M. 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 5<sup>th</sup> of the month report writing.
5. Accreditation
6. What is the range of basic skills offerings relative to our number of underprepared students? Is it enough?
7. 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?

**N. Monthly Items:**

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

**O. 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.