

Aracely Aguiar
Acting 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

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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, August 26, 2015

Academic Affairs (9:00 – 10:00 a.m.):

- A. TBA audits – add form to CORs, plan/process
- B. Accreditation
- C. Catalog
- D. Enrollment Management, Tilberg reports
 - 1. 2015-16 base + growth, increase class offerings Winter, Spring, Summer
 - 2. Basic skills comparison to state analysis
- E. Syllabus collection/review – Mary-Jo
- F. SLO's – Mary-Jo Apigo
- G. Curriculum – Aracely Aguiar
 - 1. ADT report, Certificates/Degrees, Program review/validations
 - 2. COR project, inventory
- H. Student Success – Walter Jones
- I. Monthly Items:
 - 1. Non-credit FTES – Kathy Walton
 - 2. Enhanced non-credit – Barry
 - 3. Cost of instruction analysis – Helen
 - 4. Budget – discuss prior to Budget Committee meeting (4th Thursday?).
 - 5. Census/Exclusion/Grade rosters/Active Enrollment – Michael
 - 6. The 5th of the month report writing
- J. Periodic Status Reports:
 - 1. Evaluations follow up and tracking – Mary-Jo Apigo
 - 2. Staffing
 - 3. Website

Office of Instruction (10:00 – 11:00 a.m.):

- K. Timelines/Tasks
- L. Fall 2015 assignments
- M. Work Block / FTES Summary forms
- N. Offer letters, response
- O. Fall welcome letter and packet
- P. Evaluations due dates tracking – Judith
- Q. Scheduling issues:
 - 1. Unstaffed classes –Fall 2015
 - 2. Over/under scheduled sections
 - 3. Year-end close – do clean each term up