

AGENDA – Wednesday, September 2, 2015

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

Laura Peterson

CEMA

Joyce Sweeney

Humanities & Fine Arts

Fran Leonard

Language Arts

Matthew Robertson

Mathematics

Abraha Bahta

Science

Sholeh Khorooshi

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.):

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|--|---|
| A. Timelines/Tasks | F. Scheduling issues: |
| B. Fall 2015 assignments | 1. Unstaffed classes –Fall 2015 |
| C. Work Block / FTES Summary forms | 2. Over/under scheduled sections |
| D. Offer letters, response | 3. Year-end close – do clean each term up |
| E. Evaluations due dates tracking – Judith | |

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

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