

### AGENDA – Wednesday, September 9, 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 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.):**

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| <ul style="list-style-type: none"><li>A. Timelines/Tasks</li><li>B. Work Block / FTES Summary forms</li><li>C. Offer letters, response</li><li>D. Evaluations due dates tracking – Judith</li></ul> | <ul style="list-style-type: none"><li>E. Scheduling issues:<ul style="list-style-type: none"><li>1. Fall 2015 assignments</li><li>2. Unstaffed classes –Fall 2015</li><li>3. Over/under scheduled sections</li><li>4. Year-end close – do clean each term up</li></ul></li></ul> |
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**Academic Affairs (10:00 – 12:00 a.m.):**

- F. Block Grant
- G. Instructor absence line
- H. TBA audits – add form to CORs, plan/process
- I. Accreditation
- J. Catalog
- K. Enrollment Management, Tilberg reports
  - 1. 2015-16 base + growth, increase class offerings Winter, Spring, Summer
  - 2. Basic skills comparison to state analysis
- L. Syllabus collection/review – Mary-Jo
- M. SLO's – Mary-Jo Apigo
- N. Curriculum – Aracely Aguiar
  - 1. ADT report, Certificates/Degrees, Program review/validations
  - 2. COR project, inventory
- O. Student Success – Walter Jones
- P. 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 (*4<sup>th</sup> Thursday?*).
  - 5. Census/Exclusion/Grade rosters/Active Enrollment – Michael
  - 6. The 5<sup>th</sup> of the month report writing
- Q. Periodic Status Reports:
  - 1. Evaluations follow up and tracking – Mary-Jo Apigo
  - 2. Staffing
  - 3. Website