

WEST LOS ANGELES COLLEGE

Academic Affairs

AGENDA – Wednesday, November 4, 2015

Aracely Aguiar
Acting Vice President of
Academic Affairs

OFFICE OF INSTRUCTION

Celena Alcalá

Acting 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.):

- A. Timelines/Tasks
- B. Large class MOU used in the past
- C. List of MOU classes for Winter 2016
- D. Violations of 60% limits
- E. Work Block / FTES Summary forms
- F. Offer letters, response
- G. Evaluations due dates tracking – Judith
- H. 6% growth for 2015/2016
 - 1. Add sections-Winter/Spring 2016
 - 2. Directive for Summer/Fall 2016
- I. Scheduling issues:
 - 1. Fall 2015, Wi'16, Sp'16 unstaffed classes
 - 2. Fall 2015, Wi'16, Sp'16 asg's >67% and invalid IDs
 - 3. Fall 2015 zero enrolled/not cancelled
 - 4. Fall 2015 under scheduled sections
 - 5. Summer/Fall 2016 production

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

- J. Exclusion rosters – compliance memo
- K. 2014-2015 Audit – Deans
- L. Block Grant – Helen
- M. Accreditation – Ara
- N. Catalog – Kimberly
- O. Enrollment Management – Tilberg
 - 1. 2015-16 base + growth, increase class offerings Winter, Spring, Summer
 - 2. Basic skills comparison to state analysis
- P. Syllabus collection/review/calling faculty – Mary-Jo
- Q. SLO's – Mary-Jo
- R. Curriculum – Ara
 - 1. ADT report, Certificates/Degrees, Program review/validations
 - 2. COR project, inventory
 - 3. Honors courses
- S. Faculty Allocation – Ara
- T. Student Success – Walter Jones
- U. 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
- V. Periodic Status Reports:
 - 1. Census/Exclusion/Grade rosters/Active Enrollment – Michael
 - 2. Evaluations follow up and tracking – Mary-Jo Apigo
 - 3. Staffing
 - 4. Website