

**Robert Sprague**  
Vice President of  
Academic Affairs

### OFFICE OF INSTRUCTION

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

**Jack Moy**  
Applied Technology

**Carmen Dones**  
Allied Health

**Charles Stapleton**  
Behavioral & Social  
Sciences

**Gerald Ludwig**  
Business

**Anna Chiang**  
Computer Science and  
Applications

**Kathy Walton**  
Dean of Retention, &  
Educational Services

**Jane Witucki**  
Dance, Health, & Physical  
Education

**Ken Lin**  
Library

**Walter Jones, Ed.D.**  
Dean of General  
Education & Transfer  
Studies

**Charles Stapleton**  
Behavioral & Social  
Sciences

**Michael Arata**  
Humanities & Fine Arts

**Fran Leonard**  
Language Arts

**Matthew Robertson**  
Mathematics

**Abraha Bahta**  
Science

**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

## DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, March 4, 2015

- ★ A. Room matrix verification for ADA signs.
- ★ B. Faculty Professional Development Academy/West Connect – Adrienne and Kimberly
- C. Summer/Fall Schedule of Classes – Cover Page - **Conceptual Draft**
- D. Timelines/Tasks–prioritize, quality control, right person for job, meet deadlines, communicate.
- E. Phone tree
- F. ESC - can we curtail access? Ask users to reset passwords.
- G. CTE EF 40% application (Mark)
- H. Program review.
- I. Send Olga our list of questions, re: new Contract language regarding limits on adjunct assignments – interpretation, verbiage to rescind offers.
- J. Staffing in Academic Affairs / Office of Instruction
  1. Sub/Relief for Kimberly's position
  2. New position (Senior Secretary?)
- K. Scheduling issues to resolve ASAP:
  1. Spring 2015 – **adding sections**, unstaffed classes, assignments exceeding limits, etc.
  2. Winter/Spring 2016 planning and prep. How to properly redline.
  3. Fall 2014 – Over/under scheduled sections
- L. Weekly Status Reports:
  1. **Non-credit FTES** – Kathy Walton
  2. Enhanced non-credit – Barry
  3. Enrollment Management – Rebecca Tilberg
  4. Cost of instruction analysis – Helen
  5. SLO's – Mary-Jo Apigo
  6. Evaluations – Mary-Jo Apigo
  7. Syllabus collection/review – 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. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
  3. The 5<sup>th</sup> of the month report writing.
- N. Monthly Items:
  1. Budget – discuss prior to Budget Committee meeting (4<sup>th</sup> Thursday?).

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2. Monthly meeting with Phyllis (enrollment mgmt.), Shalamon, Michael, Celena – *4th Wednesday of each month, 11:00 – 12:00.*
  - a. Student enrollments after day one.
  - b. Add sheets for Tutoring services
  - c. Enrolling students in Black Scholars, Project Learn, Puente, POPP and other cohort programs
  - d. Census/Exclusion/Grade rosters – develop monitoring and disciplinary processes
  - e. Grade change process – need written procedures
  - f. Reorganization – create new department codes, update course outlines and work with District Office to update systems so costs are charged to correct fund centers.
  - g. Certificates/Degrees
  - h. Petition process for pre-requisites challenge
  - i. Seniority/Priority lists to post on website
- O. Outstanding items:
  1. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
  2. 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.
  3. 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?
  4. 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?
  5. Train Chairpersons and instructors: create handbook, workshops, video tutorials, Olga's manual for adjuncts. Periodic meeting to review AFT contract. Consult with new Professional Development Coordinator Kimberly Manner. Make commitment in July. Can Mary-Jo arrange?
  6. Website:
    - a. Redesign Academic Affairs site.
    - b. Faculty/Staff directory issues – develop recommendations for IT.
  7. Academic Affairs – future staffing – remodeling
  8. Reorganization:
    - a. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
    - b. Clean up – ask District Office to correct:
      - i. Division Names, e.g. Applied Technology, Dance, Health & Kinesiology, Library Division, Learning Center Division
      - ii. Department (Div.) numbers, send specific disciplines to change, e.g. LRNSKIL, LRNSK, TRAVEL, HOSPT
      - iii. New/changed department codes for LRNSKIL, LRNSK, PERSDEV should be under Student services instead of Academic Affairs
      - iv. Course outline clean up, e.g. change department numbers  
Non-credit Programs instead of Free Co