

### AGENDA – Wednesday, September 23, 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. ESC enrollment counts, notifications
- C. Work Block / FTES Summary forms
- D. Offer letters, response
- E. Evaluations due dates tracking – Judith
- F. Scheduling begins for Summer/Fall 2016
- G. Scheduling issues:
  - 1. Add sections-Winter/Spring 2016
  - 2. Fall 2015 asg's >67%
  - 3. Fall 2015 asg's for new hires
  - 4. Fall 2015 unstaffed classes
  - 5. Fall 2015 under scheduled sections

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

- H. 2014-2015 Audit
- I. Block Grant
- J. Instructor absence line
- K. TBA audits – add form to CORs, plan/process
- L. Accreditation
- M. Catalog
- N. Enrollment Management, Tillberg reports
  - 1. 2015-16 base + growth, increase class offerings Winter, Spring, Summer
  - 2. Basic skills comparison to state analysis
- O. Syllabus collection/review – Mary-Jo
- P. SLO's – Mary-Jo Apigo
- Q. Curriculum – Aracely Aguiar
  - 1. ADT report, Certificates/Degrees, Program review/validations
  - 2. COR project, inventory
- R. Student Success – Walter Jones
- S. 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
- T. Periodic Status Reports:
  - 1. Evaluations follow up and tracking – Mary-Jo Apigo
  - 2. Staffing
  - 3. Website