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Dean of Career and
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Rebecca Tillberg
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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, October 15, 2014

9:30 – 11:30 a.m.: Group discussion on items below.
11:30 – forward: Follow up meeting with secretaries

- A. **Timelines/Tasks**—prioritize, quality control, right person for job, meet deadlines, communicate.
- B. **Weekly Status Reports:**
1. **Scheduling:**
 - a. Winter/Spring 2015 – priority/seniority lists, offer letters
 - b. Summer/Fall 2015 – allocation model, revised time blocks grid, galleys
 - c. Fall 2014 – unstaffed classes and/or withdrawn instructors assigned
 - instructors with pay but zero students
 - over/under scheduled sections
 - pending ESCs
 - d. Need more Basic Skills offerings in English and Math?
 - e. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
 - f. ESC changes are creating over and under scheduled classes.
 2. **Non-credit FTES** – Kathy Walton
 3. **SLO's** – Mary-Jo Apigo
 4. **Evaluations** – Mary-Jo Apigo
 5. **Syllabus collection/review** – Mary-Jo Apigo
 6. **Curriculum** – Aracely Aguiar
 7. **Student Success** – Walter Jones
 8. **Enrollment Management** – Rebecca Tilberg
 9. **Work Blocks – Load/FTES Summaries Completed** – all Deans
 10. ~~**Budget** – discuss prior to Budget Committee meeting.~~
- C. **Periodic Status Reports:**
1. ~~Monthly meeting with Phyllis (enrollment mgmt), Shalomon, Michael, Celena – 4th Wednesday of each month?~~
 2. Synchronous Online
 3. Post agendas on website – Judith
 4. Seniority/Priority lists on web – Summer 2014-some missing, Fall 2014-all missing
 5. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
 6. Exclusion rosters.
 7. The 5th of the month report writing.