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Vice President of  
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**OFFICE OF  
INSTRUCTION****Aracely Aguiar**

Dean of Career and  
Technical Education

**Aracely Aguiar, Acting**

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

**Judy Chow**

Library

**Walter Jones, Ed.D.**

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**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, October 29, 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, 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    - c. Fall 2014 – unstaffed classes and/or withdrawn instructors assigned, instructors with pay but zero students, over/under scheduled sections, pending ESCs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 (4<sup>th</sup> Thursday?).
- C. Periodic Status Reports:
  1. Monthly meeting with Phyllis (enrollment mgmt), Shalomon, Michael, Celena – 4<sup>th</sup> 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 5<sup>th</sup> of the month report writing.
- D. Outstanding items:
  1. Where do adjuncts hold office hours? When?
  2. Work Blocks/Load Summaries – need written policy:

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- 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?
  - c. Put instructions/training documents on website?
3. 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?
  4. SIS conversion to PeopleSoft – waitlists will be set at either 10 or 1/2 of the current seat limit. Do we want to start using waitlists when we go live on the new system?
  5. Website:
    - a. When will Kentico be up/running? When does Digital Curriculum storage end?
    - b. Redesign Academic Affairs site after Kentico is up.
    - c. Post forms, e.g. Work Block form and instructions, office hours forms, field trip, conference...
    - d. Update website to show Academic Affairs office hours 7:30 – 5:30.
    - e. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don't work (e.g. New Faculty Orientation goes nowhere), etc.
    - f. Directory no longer shows office hours
  6. Processes:
    - a. Signature process – Helen
    - b. Review process of how we send documents to LACCD, e.g. transcripts. Ask Hansel about the protocol and discuss with staff.
    - c. Support for new hires, evaluation committees, mentors, process
    - d. Census / Exclusion rosters – directions need clarification
    - e. Enrolling students in Black Scholars and other cohort programs.
  7. Academic Affairs – future staffing – remodeling
  8. Telephone tree – Nick to use current plan – needs revision?
  9. 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 & P.E., 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