

Robert Sprague
Vice President of
Academic Affairs

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.
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, November 19, 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. Brainstorm – how can we climb out of the rut.
- C. Website – Academic Affairs page, Office of Instruction page, attachments/links
- D. Weekly Status Reports:
 - 1. Scheduling:
 - a. Winter/Spring 2015 – priority/seniority lists, offer letters
 - b. Summer/Fall 2015 – allocation model, galleys, Jane’s FTEP increases Chair asg.
 - c. Fall 2014 – unstaffed classes and/or withdrawn instructors assigned, instructors with pay but zero students, over/under scheduled sections, pending ESCs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. Enhanced non-credit – Barry
 - 4. Cost of instruction versus FTES – 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. Enrollment Management – Rebecca Tilberg
 - 11. Work Blocks – Load/FTES Summaries Completed – all Deans
 - 12. **Budget** – discuss prior to Budget Committee meeting (4th Thursday?).
- E. 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.

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F. Outstanding items:

1. Where do adjuncts hold office hours? When?
2. 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?
 - 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 LRSKIL, LRNSK, PERSDEV should be under Student services instead of Academic Affairs
 - iv. Course outline clean up, e.g. change department numbers