

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, August 13, 2014

9:30 – 11:00 a.m.: Group discussion on items below.
11:00 – forward: Follow up meeting with secretaries

- A. Accessible documents training (8/22/14 at LACCD)
- B. Parking – 1st 2 weeks of fall, ASO preferred
- C. Per Cathy Iyemura, we shouldn't over schedule SCH (re: 50 minute rule issues)
- D. Allocation model for Summer/Fall 2015 (start schedule production soon)
- E. Kimberly Manner's reassigned time is still not on SAP (and Work Blocks are wrong).
- F. Instructor assignments must be high priority for all, i.e. Deans, secretaries...
- G. Hot-potato emails
- H. Faculty Evaluations, syllabus letter to faculty
- I. **Timelines/Tasks**—prioritize, quality control, right person for job, meet deadlines, communicate.
- J. 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?**
- K. Status reports:
 - 1. Monthly meeting with Student Services (Phyllis, Shalomon, Michael) – 1st Wednesday of each month?
 - 2. **Non-credit FTES** – Increased funding – can we increase FTES? POPP, Math tutoring? Multi Media? Athletics?
 - 3. **Synchronous Online**
 - 4. Program Learning Outcomes Revisions.
 - 5. Post agendas on website – Judith
 - 6. **Seniority/Priority lists** on web –Summer 2014-some missing, **Fall 2014-all missing**
 - 7. Notify Olga when any task or timeline warrants special attention or consultation.
 - 8. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
 - 9. Student Success Committee.
 - 10. Syllabus collection/review (connect to COR, document process for collection/review)
 - 11. Exclusion rosters (85%), Bob-speak to Olga, Ara-call East re: best practices.
 - 12. Document unsatisfactory EE performance, share w/AFT, confirm list, send. FRISK manual (progressive discipline). Start with late Syllabus, grades, exclusion rosters, filing for absence – turn in or expect counseling memo.
 - 13. The 5th of the month report writing.
 - 14. Curriculum (also see Reorganization below):
 - 15. Enrollment: targets, analysis–day/eve., reg/hrly, FTES by delivery mode, cost/FTES for marketing/recruitment, Jumpstart, mailers/emailers, computer calls, adds, a way to look at global students, list of reports that should go out routinely.

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16. Reorganization:

- a. Establish process to implement a reorganization for 2015-2016.
- b. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
- c. Transition of PERSDEV and LRNSKIL to Student Services. Supervision pay. Learning Center transition? Non-credit Tutoring transition?
- d. Library Div. vs. Learning Center Div.
- e. Humanities & Fine Arts absorbing CEMA
- f. Split Academic Affairs under two VPs – add VP of Workforce Dev.?
- g. 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
 - iii. Course outline clean up, e.g. change department numbers

L. Outstanding items:

1. Work Blocks/Load Summaries:
 - 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. Need written policy
 - d. Put instructions/training documents on website?
2. 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?
3. LATTC/LACCD – Prop 39 Clean Energy Workforce Program Grant, \$300K.
4. Website:
 - a. Update website to show Academic Affairs office hours 7:30 – 5:30.
 - b. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don't work (e.g. New Faculty Orientation goes nowhere), etc.
 - c. Directory no longer shows office hours
5. 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.
6. Academic Affairs – future staffing – remodeling
7. Telephone tree – Nick to use current plan – needs revision?
8. When will Kentico be up/running? When does Digital Curriculum storage end?