

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
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Charles Stapleton

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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, September 10, 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. **Non-credit FTES** – Kathy Walton
 2. **SLO's** – Mary-Jo Apigo
 3. **Evaluations** – Mary-Jo Apigo
 4. **Syllabus collection/review** – Mary-Jo Apigo
 5. **Curriculum** – Aracely Aguiar
 6. **Student Success** – Walter Jones
 7. **Enrollment Management** – Rebecca Tilberg
 8. **Work Blocks – Load/FTES Summaries Completed** – all Deans
 9. ~~**Budget** – discuss prior to Budget Committee meeting.~~
 10. **Scheduling:**
 - a. Winter/Spring 2015 – blue bar instead of blue pages for winter, tight timing due to website conversion to Kentico
 - b. Summer/Fall 2015 – allocation model, revise time blocks grid?
 - c. Summer 2014 – pending ESCs
 - d. Fall 2014 – unstaffed classes, withdrawn instructors assigned, pending ESCs, add 12-week late start sections (to accommodate students who can't apply in 1st-2 weeks)?
 - e. Need more Basic Skills offerings in English and Math?
 - f. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
 - g. ESC changes are creating over-scheduled classes.
- C. **Periodic Status Reports:**
1. Monthly meeting with Phyllis (enrollment mgmt), Shalamon, Michael, Celena – 4th Wednesday of each month?
 2. Synchronous Online
 3. Program Learning Outcomes Revisions.
 4. Post agendas on website – Judith
 5. Seniority/Priority lists on web – Summer 2014-some missing, Fall 2014-all missing
 6. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
 7. Exclusion rosters.
 8. The 5th of the month report writing.
- D. **Outstanding items:**
1. Where do adjuncts hold office hours? When?

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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