

Robert Sprague
Vice President of
Academic Affairs

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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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Michael Arata
Humanities & Fine Arts
Fran Leonard
Language Arts
Matthew Robertson
Mathematics
Abraha Bahta
Science

Eric Ichon
Dean of Distance Learning
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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 17, 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:**
- Scheduling:**
 - Summer/Fall 2015 – allocation model, revise time blocks grid?
 - Summer 2014 – pending ESCs
 - Fall 2014 – unstaffed classes and/or withdrawn instructors assigned
 - instructors with pay but zero students
 - over/under scheduled sections
 - pending ESCs
 - Need more Basic Skills offerings in English and Math?
 - Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
 - ESC changes are creating over-scheduled classes.
 - Non-credit FTES** – Kathy Walton
 - SLO's** – Mary-Jo Apigo
 - Evaluations** – Mary-Jo Apigo
 - Syllabus collection/review** – Mary-Jo Apigo
 - Curriculum** – Aracely Aguiar
 - Student Success** – Walter Jones
 - Enrollment Management** – Rebecca Tilberg
 - Work Blocks – Load/FTES Summaries Completed** – all Deans
 - ~~**Budget** – discuss prior to Budget Committee meeting.~~
- C. **Periodic Status Reports:**
- Monthly meeting with Phyllis (enrollment mgmt), Shalamon, Michael, Celena – 4th Wednesday of each month?
 - Synchronous Online
 - Program Learning Outcomes Revisions.
 - Post agendas on website – Judith
 - Seniority/Priority lists on web – Summer 2014–some missing, Fall 2014–all missing
 - Chancellor's Directive 162–Community Services Course SLOs–Barry, Cari, Mary-Jo
 - Exclusion rosters.
 - The 5th of the month report writing.
- D. **Outstanding items:**
- 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