

Robert Sprague
Vice President of
Academic Affairs

OFFICE OF INSTRUCTION

Aracely Aguiar
Dean of Career and
Technical Education

Jack Moy
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

Ken Lin
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, January 28, 2015

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

- A. Facilities discussion with A. Armstrong.
- B. CTE EF 40% application (Mark) ???
- C. Program review.
- D. Send Olga our list of questions re: new Contract language regarding limits on adjunct assignments – interpretation, verbiage to rescind offers.
- E. Staffing in Academic Affairs / Office of Instruction
 1. Joy Kelley – Does she have all her access? Who is training her?
 2. Sub/Relief for Kimberly's position
 3. New position (Senior Secretary?)
- F. Timelines/Tasks–prioritize, quality control, right person for job, meet deadlines, communicate.
- G. Scheduling issues to resolve ASAP:
 1. Web page for Class Scheduling.
 2. **Summer/Fall 2015** – where are we on final review redlines?
 3. Spring 2015 – **add classes ASAP**, unstaffed classes, assignments exceeding limits, etc.
 4. Fall 2014 – Chinese 001 lab session was never set up – code section as non-apportionment to avoid an audit. **Walter/Michael verify.**
 5. Fall 2014 – Over/under scheduled sections
- H. Weekly Status Reports:
 1. Non-credit FTES – Kathy Walton
 2. Enhanced non-credit – Barry
 3. Cost of instruction versus FTES – Helen
 4. SLO's – Mary-Jo Apigo
 5. Evaluations – Mary-Jo Apigo
 6. Syllabus collection/review – Mary-Jo Apigo
 7. Curriculum – Aracely Aguiar
 8. Student Success – Walter Jones
 9. Enrollment Management – Rebecca Tilberg
 10. Work Blocks – Load/FTES Summaries Completed – all Deans
- I. Periodic Status Reports:
 1. Monthly meeting with Phyllis (enrollment mgmt.), Shalamon, Michael, Celena – *4th Wednesday of each month, 11:00 – 12:00.*
 - a. Census/Exclusion/Grade rosters – develop monitoring and disciplinary processes
 - b. Grade change process – need written procedures

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- c. Add sheets for Tutoring services
- d. Reorganization – create new department code, update course outlines and work with District Office to update systems so costs are charged to correct fund centers.
- e. Certificates/Degrees
- f. Petition process, pre-requisites
- g. Seniority/Priority lists to post on website
- h. Enrolling students in Black Scholars, Project Learn, Puente, POPP and other cohort programs

2. **Budget** – discuss prior to Budget Committee meeting (4th Thursday?).

3. Seniority/Priority lists on web

4. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo

5. The 5th of the month report writing.

J. Outstanding items:

1. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.

2. Control of Room Book – create written policy, post it on front of book, email each semester, discuss at Divisional Council, consider putting it online in the future.

3. Where do adjuncts hold office hours? When? Have Divisional Council determine Disciplines with adjunct office hour location issues. Are they included in new building plans?

4. 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?

5. 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?

6. Website:

a. Redesign Academic Affairs site.

b. Faculty/Staff directory issues – develop recommendations for IT.

7. Academic Affairs – future staffing – remodeling

8. 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 & Kinesiology, 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

v. Non-credit Programs instead of Free College?

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West fosters a diverse learning community dedicated to student success.

