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Dean of Teaching &
Learning

Barry Sloan
Associate Dean
Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, November 26, 2014

9:30 – 10:00 a.m.: Group discussion on items below
10:00 – 11:30 a.m.: Student Services join the meeting
11:30 – forward: Follow up meeting with secretaries

- A. Discussion with Student Services
 - 1. Census/Exclusion/Grade rosters – develop monitoring and disciplinary processes
 - 2. Grade change process
 - 3. Add sheets for Tutoring services
 - 4. Reorganization – create new department code, update course outlines and work with District Office to update systems so costs are charged to correct fund centers.
 - 5. Seniority/Priority lists to post on website
 - 6. Enrolling students in Black Scholars, Project Learn, Puente, POPP and other cohort programs
- B. Who will be processing ESCs, offers, etc. for Kathy's Divisions while Kimberly is out?
- C. IEC (Institutional Effectiveness Committee) site visit on Tuesday, Dec. 9
- D. New AFT limits on adjunct assignments.
- E. Fall 2014 Issues:
 - 1. Spanish 101 – unstaffed, transfer students to another section?
 - 2. Chinese 001 – needs a lab session
- F. Timelines/Tasks–prioritize, quality control, right person for job, meet deadlines, communicate.
- G. Control of Room Book – create written policy, post it on front of book, email each semester, discuss at Divisional Council
- H. Brainstorm – how can we climb out of the rut.
- I. Weekly Status Reports:
 - 1. Scheduling:
 - a. Galley relines are late again – many pages still missing – sloppy
 - b. Fall 2015 – how do I code an on-campus FRENCH 101 lab that's all TBA?
 - c. Winter/Spring 2015 – priority/seniority lists, offer letters
 - d. Summer/Fall 2015 – allocation model, galleys, Jane's FTEP increases Chair asg.
 - e. Fall 2014 – unstaffed classes and/or withdrawn instructors assigned, instructors with pay but zero students, over/under scheduled sections, pending ESCs
 - f. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
 - g. 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

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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?).

J. Periodic Status Reports:

1. Monthly meeting with Phyllis (enrollment mgmt), Shalamon, Michael, Celena – 4th Wednesday of each month.
2. Seniority/Priority lists on web – Summer & Fall 2014 – some missing
3. Chancellor’s Directive 162 – Community Services Course SLOs – Barry, Cari, Mary-Jo
4. The 5th of the month report writing.

K. Outstanding items:

1. 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?
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?
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. 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?