

# WEST LOS ANGELES COLLEGE

## Academic Affairs

**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  
**Vacant**  
Business  
**Anna Chiang**  
Computer Science and  
Applications

**Kathy Walton**  
Dean of Retention, &  
Educational Services  
**Jane Witucki**  
Dance, Health, & Physical  
Education  
**Judy Chow**  
Library & Learning Center

**Celena Alcalá, Acting**  
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

**Mary-Jo Apigo**  
Dean of Teaching &  
Learning

**Eric Ichon**  
Dean of Distance Learning  
& Instructional  
Technology

**Rebecca Tillberg**  
Dean of Research &  
Planning

**Mark Pracher**  
Sponsored Programs &  
Development

**Barry Sloan**  
Associate Dean  
Westside Extension  
Contract Education

### DEAN'S MEETING – Meeting , December 18, 2013

- A. Invite Michael Golterman?
- B. Website:
1. Judith - display website on big screen
  2. Judith will update website to show Academic Affairs office hours 7:30 – 5:30.
  3. Other issues:
    - b. Website still shows J.A. Friedman, K. Thomas and other old data.
    - c. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don't work (e.g. New Faculty Orientation goes nowhere), etc.
    - d. Directory no longer shows office hours.
- C. Work loads for Chairpersons.
- D. Discussion: Work Block forms must be submitted before processing any instructor assignment/reassignment changes. PCRs and ESCs cannot be approved until revised Work Block Forms are signed.
- E. Post holiday hours on door – 8:30 to 5:00
- F. Holiday week office staff:  
Dec. 23 – Kathy, Andrea  
Dec. 26 – Kathy, Celena?  
Dec. 27 – Kathy
- G. Status reports:
1. Non-credit FTES collection. Title V compliance, FTES comparison to last year and this year's goal, Net Tracks, multimedia, CD lab...
  2. Enhanced non-credit, 7 FTES planned.
  3. Syllabus status and review (connect to COR, document process for collection/review)
  4. Student Success
  5. Global STUDIES
  6. DOL grants transition
  7. Program review
  8. Exclusion status (85%, Bob will speak with Olga)
- H. Processes:
1. Signature process – Helen
  2. Review process of how we send documents to LACCD, e.g. transcripts. Ask Hansel about the protocol and discuss with staff.
  3. New Hires, evaluation committees, mentors, process
  4. Census / Exclusion rosters – directions need clarification
  5. Enrolling students in Black Scholars and other cohort programs.
- I. Winter and Spring 2014 offer letters, unstaffed classes.
- J. Academic Affairs – future staffing
- K. Academic Affairs – remodeling

December 2013						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

VISION – West: A gateway to success for every student.  
MISSION – West Los Angeles College provides a transformative educational experience.  
West fosters a diverse learning community dedicated to student success.



