

WEST LOS ANGELES COLLEGE

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Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, July 9, 2014

9:30 – 10:30 a.m.:	Evaluations, syllabus letter to faculty, Mary-Jo Apigo, then group discussion on items below.
10:30 – 11:15 a.m.:	Enrollment management, Rebecca Tillberg
11:15 – forward:	Follow up meeting with secretaries

A. Student Grievance Committee appointments – Eric, Ara, Kathy, Mary-Jo???

- B. Friday staff meetings: Ara should prepare agendas
- C. Class scheduling – No changes after *registration* begins – Ara, Kathy, Walter enforce.
- D. Timelines/Tasks–prioritize, quality control, right person for job, meet deadlines, communicate.
- E. 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?**
- F. Year-end notes and possible issues:
1. Thirteen Summer TUTOR 001T sections were set up with 6/30/14 end dates so the non-credit FTES can be counted in the 2013-14 academic year – as of 6/30/14 four had 0 enrolled.
 2. Spring 2014 sect. 4934 GEOG 015, is a hybrid class but has an on-campus TBA session (AAM = I.S.)
 3. Spring 2014 sect. 1547 MUSIC 180 is 50% under scheduled (AAM = P.A.)
 4. Spring 2014 sect. 1906 NURSING 056 is WSCH with TBA
 5. Spring 2014 sect. 7008 DEN HY 151 is WSCH with TBA
 6. Zero enrollments in active class sections
 7. Fall 2013, ALD HTH 8060, DEN HY 7031 & 7054, violate 50 min/hour rule
- G. Status reports:
1. Monthly meeting with Student Services (Phyllis, Shalomon, Michael) – 1st Wednesday of each month?
 2. **Non-credit FTES:** a. Increased funding – can we increase Spring FTES? POPP, Math tutoring? Multi Media? Athletics? b. Preparation for summer.
 3. **Synchronous Online** – still waiting for ESC new section requests.
 4. Program Learning Outcomes Revisions.
 5. Post agendas on website – Judith
 6. Priority lists on web – Spring and Summer 2014 – still some missing
 7. Notify Olga when any task or timeline warrants special attention or consultation.
 8. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
 9. Student Success Committee.
 10. Document unsatisfactory EE performance, share w/AFT, confirm list, send. FRISK manual (progressive discipline). Start with late Syllabus, grades, exclusion rosters, filing for absence – turn in or expect counseling memo.

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MISSION – West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.



