

**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  
**Lartee Harris**  
Business  
**Anna Chiang**  
Computer Science and  
Applications

**Kathy Walton**  
Dean of Curriculum,  
Retention, & Educational  
Services  
**Sherron Rouzan-Thomas**  
Counseling  
**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 AGENDA and Outstanding Items Wednesday, January 8, 2014

- A. Discussion at 9:00 a.m.
  1. Status of enrollments in Fall and Winter
  2. Projections for Fall, Winter, Spring and Summer
  3. Projected growth 2013-2014
  4. Implications for 2014-2015
  5. Other requested discussion topics:
    - a. Pre and corequisite cleanup and training
    - b. Set a schedule for requesting enrollment rollovers for in-progress sections.
    - c. Transition of LRNSKs and PERSDEV to Student Services (and train Paulo)
    - d. Tech Fair – any suggestions for subjects of training?
- B. Validate Program Review at 10:00 a.m. in HLRC 218 ?

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- C. Work loads for Chairpersons.
- D. Invite Michael Golterman?
- E. Website:
  1. Judith - display website on big screen
  2. Judith will update website to show Academic Affairs office hours 7:30 – 5:30.
  3. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don't work (e.g. New Faculty Orientation goes nowhere), etc.
  4. Directory no longer shows office hours.
- F. 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.
- 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.

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.



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- I. Academic Affairs – future staffing
- J. Academic Affairs – remodeling
  1. Needs assessment, include everyone, e.g. Rebecca, Michelle, Barry...
  2. Have Abel draw up floor plans for review
  3. Invite Abel to Deans' meeting
  4. Kathy requested small modification for Ashanti's workspace to be done now.
- K. Curriculum (also see Reorganization below):
  1. Catalog production
  2. Pre and co-requisites, advisories, in syllabi/schedule/catalog/CORs, updating DEC, contact Harold Gee to update Protocol.
  3. Foreign language labs
  4. AJ and CD certifications
  5. IGETC, GE
- L. Cleanup for Fall 2013 (possible audit issues):
  1. Zero enrollments in active class sections
  2. ALD HTH 057, #8060, violates the 50 minute hour rule
  3. CH DEV 011, #9500, is 14% over scheduled
  4. DEN HY 106, #7031, violates the 50 minute hour rule
  5. DEN HY 204, #7054, violates the 50 minute hour rule
- M. Summer 2014:
  1. Dates?
  2. Production timeline ???
  3. Library hours ???
- N. Timelines/Tasks – prioritization of most critical tasks, improving office organization/task coordination, meeting deadlines
- O. Outstanding items (?):
  1. POPP substantive change (find funds for help)
  2. Pacific Oaks
- P. Reorganization:
  1. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
  2. Library Div. vs. Learning Center Div.
  3. Humanities & Fine Arts absorbing CEMA
  4. Clean up – ask District Office to correct:
    - a. Division Names, e.g. Applied Technology, Dance, Health & P.E., Library Division, Learning Center Division
    - b. Department (Div.) numbers, send specific disciplines to change
    - c. Course outline clean up, e.g. change department numbers
- Q. Miscellaneous:
  1. Telephone tree – Nick to use current plan – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.
  2. When will Kentico be up/running? When does Digital Curriculum storage end?