

**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, October 16, 2013

- A. Audit issues prevention – need to clean up NOW.
- B. Review process of how we send documents to LACCD, e.g. transcripts.
- C. Non-credit FTES collection. Title V compliance, Net Tracks, multimedia, CD lab...
- D. Enrolling students in Black Scholars and other cohort programs.
- E. Academic Affairs email – needs clean up
- F. Vicky needs to know our official office hours. Our website doesn't show hours.  
7:30 – 5:00 ?
- G. Website still shows J.A. Friedman and other errors.
- H. Academic Affairs program review – resources – can we hire more classified help?
- I. Timelines/Tasks and prioritization of most critical
- J. Seniority lists, Priority lists
- K. Rearranging workstations:
  - 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
- L. Outstanding items (?):
  - 1. POPP substantive change (find funds for help)
  - 2. Program review
  - 3. AJ CD certifications
  - 4. FPIPs (Scheduling Dean?, Transfer?)
  - 5. HFA and Business FPIP, need help with planning/org
  - 6. CURRICULUM Status
  - 7. Syllabus status and review (connect to COR, document process for collection/review)
  - 8. Exclusion status (85%, Bob will speak with Olga)
  - 9. Pacific Oaks
  - 10. Student Success
  - 11. Development GU
  - 12. ART
  - 13. 100 Men
  - 14. Drew on committee
  - 15. DOL W TT
  - 16. G STUDIES
  - 17. AUDIT SCHEDULE
- M. Student Success: ATD, Learning Communities, Transitional Education (basic skills), E-Portfolio, SLO's, Syllabi...
- N. Intersessions:
  - Winter 2014:
    - 1. Instructor assignments
    - 2. Priority lists
    - 3. Library hours 9-2, 5-8
  - Summer 2014:
    - 1. Summer 1 or 2 or both? Dates?
    - 2. Production timeline
    - 3. Library hours
- O. Improving office organization/task coordination, meeting deadlines

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West fosters a diverse learning community dedicated to student success.



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- P. New Hires - evaluation committees, mentors, process
- Q. Census / Exclusion rosters – directions need clarification
- R. Fall 2013: Instructor assignments, Chair assignments
- S. Course/Curriculum issues (also see L. Reorganization below); Pre and co-requisites, foreign language labs, vacant position...
- T. 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
    - d. Who updates pre and co-requisites on the systems?
- U. 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 can we meet to review Work Block instructions and plan the training?
  - 3. When will Kentico be up/running? When does Digital Curriculum storage end?