

Robert Sprague
Vice President of
Academic Affairs

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Mark Pracher
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Barry Sloan
Associate Dean
Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA and Outstand Items Wednesday, October 2, 2013

- A. Timelines/Tasks and prioritization of most critical
- B. Non-credit FTES collection. Title V compliance, Net Tracks, multimedia, CD lab...
- C. Winter 2014:
 1. Need a schedule of classes
 2. Production timeline
 3. Library hours
- D. Summer 2014:
 1. Summer 1 or 2 or both? Dates?
 2. Production timeline
- E. Improving office organization/task coordination, meeting deadlines
- F. Course/Curriculum issues (also see K. Reorganization below); Pre and co-requisites, foreign language labs, vacant position...
- G. Census rosters – directions need clarification
- H. Fall 2013: Instructor assignments, Chair assignments
- I. Student Success: ATD, Learning Communities, Transitional Education (basic skills), E-Portfolio, SLO's, Syllabi...
- J. Single Audit Meeting 9/10/13 (DSPS, EOPS, CARE)
- K. New Hires - evaluation committees, mentors, process
- L. 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?
- M. Miscellaneous:
 1. Who is our Emergency Response Area Supervisor (CE & SC buildings)?
 2. Telephone tree – Nick to use current plan – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.
 3. When can we meet to review Work Block instructions and plan the training?
 4. When will Kentico be up/running? When does Digital Curriculum storage end?