

Robert Sprague
Vice President of
Academic Affairs

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Dean of Career and
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Computer Science and
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Sherron Rouzan-Thomas
Counseling
Jane Witucki
Dance, Health, & Physical
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Michael Arata
Humanities & Fine Arts
Fran Leonard
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Mary-Jo Apigo
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Eric Ichon
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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 30, 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, FTES comparison to last year and this year's goal, Net Tracks, multimedia, CD lab...
- D. Enrolling students in Black Scholars and other cohort programs.
- E. Winter 2014, new section / cancelled section swap error for MATH 227.
- F. 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 ???
- G. Academic Affairs email – needs clean up
- H. Vicky needs to know our official office hours. Our website doesn't show hours.
7:30 – 5:00 ?
- I. Website still shows J.A. Friedman and other errors.
- J. Academic Affairs program review – resources – can we hire more classified help?
- K. Timelines/Tasks and prioritization of most critical
- L. Seniority lists, Priority lists
- M. 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
- N. 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

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- O. Student Success: ATD, Learning Communities, Transitional Education (basic skills), E-Portfolio, SLO's, Syllabi...
- P. Improving office organization/task coordination, meeting deadlines
- Q. New Hires - evaluation committees, mentors, process
- R. Census / Exclusion rosters – directions need clarification
- S. Fall 2013: Instructor assignments, Chair assignments
- T. Course/Curriculum issues (also see L. Reorganization below); Pre and co-requisites, foreign language labs, vacant position...
- U. 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?
- V. 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?