

Robert Sprague
Vice President of
Academic Affairs

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Dean of Career and
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Behavioral & Social
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Lartee Harris
Business
Anna Chiang
Computer Science and
Applications

Kathy Walton
Dean of Curriculum,
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Services
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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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, November 20, 2013

- A. Instructor overloads / assignment history / Work Block forms.
- B. Run down on staffing.
- C. Funded resources, confirm and notify departments. Any delays beyond this fiscal year should be brought up in cabinet.
- D. Offer letters for Winter and Spring 2014.
- E. Intersessions:
 - Winter 2014:
 - 1. Instructor asgs/offer letters
 - 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 ???
- F. Review process of how we send documents to LACCD, e.g. transcripts. Ask Hansel about the protocol and discuss with staff.
- G. Non-credit FTES collection. Title V compliance, FTES comparison to last year and this year's goal, Net Tracks, multimedia, CD lab...
- H. Enhanced non-credit, 7 FTES planned.
- I. Enrolling students in Black Scholars and other cohort programs.
- J. Vicky needs to know our official office hours. Our website doesn't show hours. 7:30 – 5:00 ?
- K. Website still shows J.A. Friedman and other errors. Have Judith show website (on big screen) at next Dean's meeting?
- L. Academic Affairs program review – resources – can we hire more classified help?
- M. Timelines/Tasks and prioritization of most critical
- N. Seniority lists, Priority lists
- 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. 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

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U. Academic Affairs email – needs clean up

V. Audit issues prevention – need to clean up NOW.

W. Course/Curriculum issues (also see L. Reorganization below); Pre and co-requisites, foreign language labs, vacant position...

X. Outstanding items (?):

- | | |
|--|--|
| 1. POPP substantive change
(find funds for help) | 8. Exclusion status (85%, Bob
will speak with Olga) |
| 2. Program review | 9. Pacific Oaks |
| 3. AJ CD certifications | 10. Student Success |
| 4. FPIPs (Scheduling Dean?,
Transfer?) | 11. Development GU |
| 5. HFA and Business FPIP,
need help with planning/org | 12. ART |
| 6. CURRICULUM Status | 13. 100 Men |
| 7. Syllabus status and review
(connect to COR, document
process for collection/review) | 14. Drew on committee |
| | 15. DOL W TT |
| | 16. G STUDIES |
| | 17. AUDIT SCHEDULE |

Y. 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?

Z. 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?