

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, December 11, 2013

- | December 2013 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
- A. Post holiday hours, e.g. on door, website
 - B. Staffing the office
 - Dec. 23
 - Dec. 26
 - Dec. 27
 - C. Academic Affairs – future staffing
 - D. 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
 - E. Winter and Spring 2014 offer letters, unstaffed classes.
 - 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. 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
 - H. Summer 2014:
 - 1. Summer 1 or 2 or both? Dates?
 - 2. Production timeline ???
 - 3. Library hours ???
 - I. Timelines/Tasks – prioritization of most critical tasks, improving office organization/task coordination, meeting deadlines
 - J. Review process of how we send documents to LACCD, e.g. transcripts. Ask Hansel about the protocol and discuss with staff.
 - K. New Hires - evaluation committees, mentors, process
 - L. Census / Exclusion rosters – directions need clarification
 - M. Non-credit FTES collection. Title V compliance, FTES comparison to last year and this year's goal, Net Tracks, multimedia, CD lab...
 - N. Enhanced non-credit, 7 FTES planned.
 - O. Enrolling students in Black Scholars and other cohort programs.

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- P. Vicky needs to know our official office hours. ~~WLAC directory shows 7:30—5:00.~~ Academic Affairs website doesn't show hours.
- Q. Website still shows J.A. Friedman and other errors. Have Judith show website (on big screen) at next Dean's meeting?
- R. 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 |
- S. Course/Curriculum issues (also see 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 will Kentico be up/running? When does Digital Curriculum storage end?

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MISSION – West Los Angeles College provides a transformative educational experience.

West fosters a diverse learning community dedicated to student success.

