

**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, February 19, 2014

- A. Timelines/Tasks – prioritization of most critical tasks, improving office organization/task coordination, meeting deadlines, communication
- ★ B. Winter/Spring 2015 allocation models
- ★ C. Initiate hard/fast rules re: no schedule changes after *registration* begins.
- D. Updating what is in follow up report online and recommendation 2012 Teams response to follow up report Homework (R. Sprague)
- E. Summer 2014:
  - 1. FTES goal =400. Approximate number of sections to offer =95 (83 for Academic Affairs + some for Student Services). Code system to collect FTES in 2014-15.
  - 2. Offerings to satisfy Degrees, Certificates and transfers.
  - 3. Dates? Courses ≤ 3 std. hrs. s/b 6 weeks; if > 3 std. hrs., can be 6 or 8 weeks.
  - 4. Production timeline ??? Library hours ???
  - 5. Priority Lists
  - 6. Do SARS call when schedule is available?
- F. Status reports:
  - ★ 1. **Work loads for Chairpersons, Fall 2013 and Spring 2014.**
  - 2. **The 5<sup>th</sup> of the month report writing exercise**
  - 3. Enrollment: targets, analysis – day/evening, regular/hourly, FTES by delivery mode, cost/FTES for marketing and recruitment, Jumpstart, mailers/emailers, computer calls, adds, a way to look at global students, list of reports that should go out routinely.
  - 4. Non-credit FTES:
    - a. Steps taken for winter, and preparation for spring
    - b. Collection, Net Tracks, multimedia, CD lab...
    - c. Title V compliance
    - d. FTES comparison to last year and this year's goal,
  - 5. Enhanced non-credit, 7 FTES planned.
  - 6. Curriculum (also see Reorganization below):
    - a. Tracking status of course outlines of record
    - b. Tracking status and development of certificates; plan for development of new, completions of current, conversion of unrecognized certificates
    - c. Certificate for SB1456
    - d. Identifying technical assistance
    - e. **Catalog production**
    - f. Clean up: Pre and co-requisites, advisories, in syllabi/schedule/catalog/CORs, updating DEC, contact Harold Gee to update Protocol.
    - g. Foreign language labs
    - h. AJ and CD certifications, IGETC, GE
  - 7. **Program Review and prioritized needs**
  - 8. Syllabus status and review (connect to COR, document process for collection/review)
  - 9. Exclusion status (85%, Bob will speak with Olga)

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### 10. Retreat

### 11. Reorganization:

- a. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
- b. Transition of Personal Development and Learning Skills to Student Services. Supervision pay. Learning Center transition? Non-credit Tutoring transition?
- c. Library Div. vs. Learning Center Div.
- d. Humanities & Fine Arts absorbing CEMA
- e. Split Academic Affairs under two VPs – add VP of Workforce Dev.?
- f. Clean up – ask District Office to correct:
  - i. Division Names, e.g. Applied Technology, Dance, Health & P.E., Library Division, Learning Center Division
  - ii. Department (Div.) numbers, send specific disciplines to change
  - iii. Course outline clean up, e.g. change department numbers

### 12. Student Success, Global STUDIES, DOL grants transition

### G. Outstanding items:

1. Invite Michael Golterman to meeting?
2. POPP substantive change (find funds for help)
3. Cleanup for Fall 2013 (possible audit issues):
  - a. Zero enrollments in active class sections
  - b. ALD HTH 057, #8060, violates the 50 minute hour rule
  - c. CH DEV 011, #9500, is 14% over scheduled
  - d. DEN HY 106, #7031, violates the 50 minute hour rule
  - e. DEN HY 204, #7054, violates the 50 minute hour rule
4. Website:
  - a. Update website to show Academic Affairs office hours 7:30 – 5:30.
  - b. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don't work (e.g. New Faculty Orientation goes nowhere), etc.
  - c. Directory no longer shows office hours
  - d. Add Seniority and Priority lists to website.
5. Processes:
  - a. Signature process – Helen
  - b. Review process of how we send documents to LACCD, e.g. transcripts. Ask Hansel about the protocol and discuss with staff.
  - c. Support for new hires, evaluation committees, mentors, process
  - d. Census / Exclusion rosters – directions need clarification
  - e. Enrolling students in Black Scholars and other cohort programs.
6. Academic Affairs – future staffing
7. Academic Affairs – remodeling
  - a. Needs assessment, include everyone, e.g. Rebecca, Michelle, Barry...
  - b. Have Abel draw up floor plans for review
  - c. Invite Abel to Deans' meeting
  - d. Kathy requested small modification for Ashanti's workspace to be done now.
8. Telephone tree – Nick to use current plan – needs revision?
9. When will Kentico be up/running? When does Digital Curriculum storage end?