

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
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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 5, 2014

- A. Timelines/Tasks – prioritization of most critical tasks, improving office organization/task coordination, meeting deadlines, communication
- B. 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.
- C. Status reports:
 1. Work loads for Chairpersons.
 2. 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.
 3. A 5th of the month report writing exercise
 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. Syllabus status and review (connect to COR, document process for collection/review)
 8. Retreat
 9. 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?

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- c. Library Div. vs. Learning Center Div.
- d. Humanities & Fine Arts absorbing CEMA
- e. 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

10. Student Success, Global STUDIES, DOL grants transition

11. Program review

D. Exclusion status (85%, Bob will speak with Olga)

E. 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. Judith - display website on big screen
 - b. Update website to show Academic Affairs office hours 7:30 – 5:30.
 - c. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don't work (e.g. New Faculty Orientation goes nowhere), etc.
 - d. Directory no longer shows office hours.
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 – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.
9. When will Kentico be up/running? When does Digital Curriculum storage end?

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