

Robert Sprague
Vice President of
Academic Affairs

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Dean of Career and
Technical Education
Aracely Aguiar, Acting
Applied Technology
Carmen Dones
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Charles Stapleton
Behavioral & Social
Sciences
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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Mathematics
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Mary-Jo Apigo
Dean of Teaching &
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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, April 16, 2014

- A. Timelines/Tasks – prioritizing tasks, meeting deadlines, communication.
- B. FPIP, NOI's, job descriptions.
- C. WF grade – automatically sets withdrawal date at 50% point of class, so student will have to pay back financial aid.
- D. Poor email habits undermining productivity – Eric – video on effective use.
- E. Train Chairpersons and instructors: create handbook, workshops, video tutorials, consult with new Professional Development Coordinator Kimberly Manner.
- F. Winter/Spring 2015:
 - 1. allocation models
 - 2. Seniority/Priority lists–post on web
 - 3. Set firm rule–no schedule changes after *registration* begins.
- G. 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. Library hours 9:00 – 5:00 Mon. - Thurs., floors 2 & 3.
 - 3. Priority Lists – post on website – **Offer letters were due out 3/21/14.**
- H. Status reports:
 - 1. Fall 2014 – Seniority Lists – post on web – **Offer letters are due out 4/25/14.**
 - 2. Work loads – Chairs, Fall 2013, Spring 2014. How are we handling over/under loads? How does balancing via adjunct assignments effect seniority lists.
 - 3. The 5th of the month report writing.
 - 4. 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.
- ★ ★ 5. **Non-credit FTES:**
 - a. **Increased funding – can we increase Spring FTES?** Math tutoring? Multi Media? Athletics?
 - b. Steps taken for winter, and preparation for spring
 - c. Collection, Net Tracks, multimedia, CD lab...
 - d. Title V compliance
 - e. FTES comparison to last year and this year's goal.
- 6. Enhanced non-credit, 7 FTES planned.
- 7. Curriculum (also see Reorganization below):
 - a. SLO's
 - b. Tracking status of course outlines of record
 - c. Tracking / development of certificates; development of new, completions of current, conversion of unrecognized
 - d. Certificate for SB1456
 - 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

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8. Program Review and prioritized needs
 9. Syllabus collection / review (connect to COR, document process for collection/review)
 10. Exclusion rosters (85%), Bob-speak to Olga, Ara-call East re: best practices.
 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
- I. Outstanding items:
1. Invite Michael Golterman to meeting?
 2. Facilities – Alterations or Improvements Request Form
 3. LATTC/LACCD - Prop 39 Clean Energy Workforce Program Grant, \$300K.
 4. POPP substantive change (find funds for help)
 5. Cleanup for Fall 2013 (possible audit issues):
 - a. Zero enrollments in active class sections
 - b. ALD HTH 057 #8060, DEN HY 106 #7031 & 204 #7054, violate 50 min/hour rule
 6. 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.
 7. 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.
 8. Academic Affairs – future staffing
 9. 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.
 10. Telephone tree – Nick to use current plan – needs revision?
 11. When will Kentico be up/running? When does Digital Curriculum storage end?