

Robert Sprague
Vice President of
Academic Affairs

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

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Dean of Curriculum,
Retention, & Educational
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Sherron Rouzan-Thomas
Counseling
Jane Witucki
Dance, Health, & Physical
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Rebecca Tillberg
Dean of Research &
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Mark Pracher
Sponsored Programs &
Development

Barry Sloan
Associate Dean
Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, April 2, 2014

- A. Timelines/Tasks – prioritizing tasks, meeting deadlines, communication.
- ★ B. WF grade – automatically sets withdrawal date at 50% point of class, so student will have to pay back financial aid.
- C. Poor email habits undermining productivity – Eric – video on effective use.
- D. Train Chairpersons: create handbook, workshops, video tutorials, consult with new Professional Development Coordinator Kimberly Manner.
- E. Winter/Spring 2015:
 - 1. allocation models
 - 2. Seniority/Priority lists–post on web
 - 3. Initiate firm rules re: no schedule changes after *registration* begins.
- ★ F. Fall 2014 – Seniority Lists – post on website – **Offer letters are due out 4/18/14.**
- 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.**
 - 4. Barry will work on room assignments.
- H. Status reports:
 - ★ 1. **Work loads** – Chairs, Fall 2013, Spring 2014. How are we handling over/under loads? How does balancing via adjunct assignments effect seniority lists.
 - 2. The 5th of the month report writing.
 - 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

VISION – West: A gateway to success for every student.
MISSION – West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.



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- 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)
 10. 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
 11. 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.
 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?

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9. When will Kentico be up/running? When does Digital Curriculum storage end?