

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, April 30, 2014

- A. Timelines/Tasks—prioritize tasks, right person for job, meet deadlines, communicate.
- ★ B. **Board follow up, scorecard feedback, student success strategic plan, basic skills.**
- ★ C. **Reserve last 20 minutes of meeting to apprise secretaries?**
- D. Revive Office of Instruction meetings – every other Friday?
- E. Winter/Spring 2015:
 - 1. allocation models
 - 2. Seniority/Priority lists—post on web – **some missing**
 - 3. Set firm rule—no schedule changes after *registration* begins.
- F. Summer 2014:
 - ★ 1. **Offer letters were due out 3/21/14.**
 - 2. Priority Lists – post on website – some missing.
- G. Status reports:
 - ★ 1. Fall 2014 – Seniority Lists – post on web – **Offer letters were due out 4/25/14.**
 - 2. Work Blocks / Load Summaries:
 - a. Bob must approve all over loads.
 - b. How are we handling over/under loads? How does balancing via adjunct assignments effect seniority lists. – **need written policy**
 - c. Can we put instructions/training documents on website?
 - 3. FPIP, NOI's, job descriptions, postings, hiring groups, etc.
 - 4. Train Chairpersons and instructors: create handbook, workshops, video tutorials, consult with new Professional Development Coordinator Kimberly Manner.
 - 5. Poor email habits undermining productivity – Eric – video on effective use.
 - 6. The 5th of the month report writing.
 - 7. Enrollment: targets, analysis—day/eve., reg/hrly, FTES by delivery mode, cost/FTES for marketing/recruitment, Jumpstart, mailers/emailers, computer calls, adds, a way to look at global students, list of reports that should go out routinely.
 - ★ ★ 8. **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.
 - 9. Enhanced non-credit, 7 FTES planned.
 - 10. Curriculum (also see Reorganization below):
 - a. Recover Kristina's computer
 - b. College's Working Inventory
 - c. SLO's
 - d. Tracking status of course outlines of record
 - e. Tracking / development of certificates; new, complete current, convert unrecognized
 - f. Certificate for SB1456
 - g. Catalog production
 - h. Clean up: Pre and co-requisites, advisories, in syllabi/schedule/catalog/CORs, updating DEC, contact Harold Gee to update Protocol.
 - i. Foreign language labs
 - j. AJ and CD certifications, IGETC, GE

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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11. Program Review and prioritized needs
 12. Syllabus collection / review (connect to COR, document process for collection/review)
 13. Exclusion rosters (85%), Bob-speak to Olga, Ara-call East re: best practices.
 14. 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
 15. Student Success, Global STUDIES, DOL grants transition
- ★ H. Outstanding items:
1. **Invite Michael Golterman to meeting? Invite Phyllis and Shalamon?**
 2. Facilities – Alterations or Improvements Request Form
 3. LATTTC/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?