

**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, May 21, 2014

- A. Timelines/Tasks—prioritize, quality control, right person for job, meet deadlines, communicate.
- B. **Notify Olga when any task or timeline warrants special attention or consultation:**
  1. Summer 2014 – Math 227 and **all PERSDEV** are unstaffed.
  2. Fall 2014 – 15 sections still unstaffed
  3. Priority lists on web – Spring and Summer 2014 – still some missing
  4. Communication with online instructors regarding elections.
- C. **Enhanced non-credit – increased funding proposed, updates/archives needed.**
- D. **How can college and community use Etudes?**
- E. **Grant contribution and PIE – Helen.**
- F. Class scheduling – Set firm rule—no schedule changes after *registration* begins.
- G. SIS conversion to PeopleSoft – waitlists will be set at either 10 or ½ of the current seat limit. Do we want to start using waitlists when we go live on the new system?
- H. Status reports:
  1. **Non-credit FTES:**
    - a. **Increased funding – can we increase Spring FTES?**  
Math tutoring? Multi Media? Athletics?
    - b. Preparation for spring, summer
    - c. Collection, Net Tracks, multimedia, CD lab, SARS?...
    - d. Title V compliance
    - e. FTES comparison to last year and this year's goal.
    - f. Enhanced non-credit, 7 FTES planned.
  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. **Synchronous Online – still waiting for ESC new section requests.**
  4. Board follow up, scorecard feedback, student success strategic plan, basic skills.
  5. Poor email habits undermining productivity – Eric – video on effective use.
  6. FPIP, NOI's, job descriptions, postings, hiring groups, etc.
  7. **Train Chairpersons** and instructors: create handbook, workshops, video tutorials, Olga's manual for adjuncts. Periodic meeting to review AFT contract. Consult with new Professional Development Coordinator Kimberly Manner.
  8. Curriculum (also see Reorganization below):
 

a. Recover Kristina's computer	f. Certificate for SB1456
b. College's Working Inventory	g. Catalog production
c. SLO's	h. Clean up: Pre and co-requisites, advisories, in syllabi/schedule/catalog/CORs, updating DEC, contact Harold Gee to update Protocol.
d. Tracking status of course outlines of record	i. Foreign language labs
e. Tracking / development of certificates; new, complete current, convert unrecognized	j. AJ and CD certifications, IGETC, GE

VISION – West: A gateway to success for every student.  
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9. The 5<sup>th</sup> of the month report writing.
  10. 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.
  11. Program Review and prioritized needs
  12. Exclusion rosters (85%), Bob-speak to Olga, Ara-call East re: best practices.
  13. Student Success, Global STUDIES, DOL grants transition
  14. Syllabus collection / review (connect to COR, document process for collection/review)
  15. Reorganization:
    - a. Establish process to implement a reorganization for 2015-2016.
    - b. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
    - c. Transition of PERSDEV and LRNSKIL to Student Services. Supervision pay. Learning Center transition? Non-credit Tutoring transition?
    - d. Library Div. vs. Learning Center Div.
    - e. Humanities & Fine Arts absorbing CEMA
    - f. Split Academic Affairs under two VPs – add VP of Workforce Dev.?
    - g. 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
- I. Outstanding items:
1. **Invite Michael Golterman, Phyllis, Shalamon, Olga to meeting?**
  2. LATTC/LACCD - Prop 39 Clean Energy Workforce Program Grant, \$300K.
  3. POPP substantive change (find funds for help)
  4. 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
  5. 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.
  6. 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.
  7. Academic Affairs – future staffing
  8. Academic Affairs– remodeling
  9. Telephone tree – Nick to use current plan – needs revision?
  10. When will Kentico be up/running? When does Digital Curriculum storage end?