

**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

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**Fran Leonard**  
Language Arts  
**Matthew Robertson**  
Mathematics  
**Abraha Bahta**  
Science

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**Barry Sloan**  
Associate Dean  
Westside Extension  
Contract Education

## DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, May 7, 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. Faculty listing
- F. Documenting unsatisfactory employee performance
- ★ G. **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.
- H. Summer 2014:
  - ★ 1. **Offer letters were due out 3/21/14.**
  - 2. Priority Lists – post on website – some missing.
- I. 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 5<sup>th</sup> 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. Program Review and prioritized needs
  - 11. Syllabus collection / review (connect to COR, document process for collection/review)
  - 12. Exclusion rosters (85%), Bob-speak to Olga, Ara-call East re: best practices.

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### 13. 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

### 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

### ★ J. Outstanding items:

1. **Invite Michael Golterman to meeting? Invite Phyllis and Shalamon?**
2. Facilities – Alterations or Improvements Request Form
3. LATTCC/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

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- 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?