

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
Gerald Ludwig
Business
Anna Chiang
Computer Science and
Applications

Kathy Walton
Dean of Retention, &
Educational Services
Jane Witucki
Dance, Health, & Physical
Education
Judy Chow
Library

Walter Jones, Ed.D.
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

Eric Ichon
Dean of Distance Learning
& Instructional
Technology

Rebecca Tillberg
Dean of Research &
Planning

Mark Pracher
Sponsored Programs &
Development

Mary-Jo Apigo
Dean of Teaching &
Learning

Barry Sloan
Associate Dean
Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, June 11, 2014

- A. Follow up meeting with secretaries
- B. Timelines/Tasks—prioritize, quality control, right person for job, meet deadlines, communicate.
- C. Program Learning Outcomes Revisions.
- D. Class scheduling – No changes after *registration* begins and 1st 2-weeks of classes.
- E. Status reports:
 1. Monthly meeting with Student Services (Phyllis, Shalomon, Michael)
 2. **Non-credit FTES:** a. Increased funding – can we increase Spring FTES? POPP, Math tutoring? Multi Media? Athletics? b. Preparation for summer.
 3. **Synchronous Online** – still waiting for ESC new section requests.
 4. Post agendas on website – Judith
 5. Priority lists on web – Spring and Summer 2014 – still some missing
 6. Notify Olga when any task or timeline warrants special attention or consultation.
 7. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
 8. Student Success Committee.
 9. Document unsatisfactory EE performance, share w/AFT, confirm list, send. FRISK manual (progressive discipline). Start with late Syllabus, grades, exclusion rosters, filing for absence – turn in or expect counseling memo.
 10. The 5th of the month report writing.
 11. Curriculum (also see Reorganization below):
 12. **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.
 13. 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.
 14. Syllabus collection/review (connect to COR, document process for collection/review)
 15. Exclusion rosters (85%), Bob-speak to Olga, Ara-call East re: best practices.
 16. 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)

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

Gerald Ludwig
Business

Anna Chiang
Computer Science and
Applications

Kathy Walton

Dean of Retention, &
Educational Services

Jane Witucki
Dance, Health, & Physical
Education

Judy Chow
Library

Walter Jones, Ed.D.

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

Eric Ichon

Dean of Distance Learning
& Instructional
Technology

Rebecca Tillberg

Dean of Research &
Planning

Mark Pracher

Sponsored Programs &
Development

Mary-Jo Apigo

Dean of Teaching &
Learning

Barry Sloan

Associate Dean
Westside Extension
Contract Education

- 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

F. Outstanding items:

1. Work Blocks/Load Summaries: **a.** How are we handling over/under loads? How does balancing via adjunct asg's effect seniority lists? – need written policy, **b.** Put instructions/training documents on website?
2. SIS conversion to PeopleSoft – waitlists will be set at either 10 or 1/2 of the current seat limit. Do we want to start using waitlists when we go live on the new system?
3. LATTC/LACCD - Prop 39 Clean Energy Workforce Program Grant, \$300K.
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 – remodeling
8. Telephone tree – Nick to use current plan – needs revision?
9. When will Kentico be up/running? When does Digital Curriculum storage end?