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Dean of Teaching &
Learning

Barry Sloan
Associate Dean
Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, June 18, 2014

A. Year-end notes and possible issues:

1. Thirteen Summer TUTOR 001T sections were set up with 6/30/14 end dates so the non-credit FTES can be counted in the 2013-14 academic year.
2. We might need to flip the FTES flag on some DSCH summer sections – Rebecca is checking, Ashanti and Kimberly have been show how to do it.
3. **TBA scheduling – possible audit issues:**
 - a. Spring 2014 sect. 4934 GEOG 015, is a hybrid class but has an on-campus TBA session (AAM = I.S.)
 - b. Spring 2014 sect. 1547 MUSIC 180 is 50% under scheduled (AAM = P.A.)

B. Follow up meeting with secretaries

C. Timelines/Tasks–prioritize, quality control, right person for job, meet deadlines, communicate.

D. Program Learning Outcomes Revisions.

E. Class scheduling – No changes after *registration* begins and 1st 2-weeks of classes.

F. 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.

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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)
 - 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
- G. 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?