

### DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, June 4, 2014

**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

- A. Timelines/Tasks—prioritize, quality control, right person for job, meet deadlines, communicate.
- B. **Flex calendar – due June 2 – Henry Feiner?**
- C. Program Learning Outcomes Revisions.
- D. 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.
- E. How can college and community use Etudes?
- F. Grant contribution and PIE – Helen.
- G. **Class scheduling – Set firm rule—no schedule changes after registration begins.**
- H. 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?
- I. Status reports:
  - 1. **Non-credit FTES:** **a.** Increased funding – can we increase Spring FTES? POPP, 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.
  - 2. **Enhanced non-credit** – **a.** increased funding proposed, updates/archives needed.
  - 3. Work Blocks/Load Summaries: **b.** Bob must approve all over loads, **c.** How are we handling over/under loads? How does balancing via adjunct asg's effect seniority lists? – need written policy, **d.** Put instructions/training documents on website?
  - 4. **Synchronous Online – still waiting for ESC new section requests.**
  - 5. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
  - 6. Summer 2014 room usage.
  - 7. Board follow up, scorecard feedback, student success strategic plan, basic skills.
  - 8. Document unsatisfactory EE performance, share w/AFT, confirm list, send. FRISK manual (progressive discipline). Start with late Syllabus – turn in or expect counseling memo.
  - 9. The 5<sup>th</sup> of the month report writing.
  - 10. Poor email habits undermining productivity – Eric – video on effective use.
  - 11. Curriculum (also see Reorganization below):
    - a. **ACCJC Substantive Change** for POPP, UCLA, LAIAD (for programs that >=50% off campus) Todd, Eric
    - b. Recover Kristina's computer
    - c. College's Working Inventory
    - d. Tracking status of course outlines of record
    - e. SLO's
    - f. Certificate for SB1456
    - g. Tracking / development of certificates; new, complete current, convert unrecognized
    - h. Catalog production
    - i. Clean up: Pre and co-requisites, advisories, in syllabi/schedule/catalog/CORs, updating DEC, contact District to update Protocol.
    - j. Foreign language labs
    - k. AJ and CD certifications, IGETC, GE



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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. Program Review and prioritized needs
  15. Syllabus collection/review (connect to COR, document process for collection/review)
  16. Exclusion rosters (85%), Bob-speak to Olga, Ara-call East re: best practices.
  17. Student Success, Global STUDIES, DOL grants transition
  18. 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
- J. Outstanding items:
1. **Invite Michael Golterman, Phyllis, Shalomon, Olga to meeting?**
  2. LATTC/LACCD - Prop 39 Clean Energy Workforce Program Grant, \$300K.
  3. 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
  4. 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.
  5. 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?