

Robert Sprague
Vice President of
Academic Affairs

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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, July 2, 2014

9:30 – 10:30 a.m.: Evaluations, syllabus letter to faculty, Mary-Jo Apigo, then group discussion on items below.
10:30 – 11:15 a.m.: Enrollment management, Rebecca Tillberg
11:15 – forward: Follow up meeting with secretaries

- A. Friday staff meetings: Ara should prepare agendas
- B. Class scheduling – No changes after *registration* begins – Ara, Kathy, Walter enforce.
- C. Timelines/Tasks–prioritize, quality control, right person for job, meet deadlines, communicate.
- D. 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. **Make commitment in July. Can Mary-Jo arrange?**
- E. 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 – as of 6/30/14 four had 0 enrolled.
 2. Spring 2014 sect. 4934 GEOG 015, is a hybrid class but has an on-campus TBA session (AAM = I.S.)
 3. Spring 2014 sect. 1547 MUSIC 180 is 50% under scheduled (AAM = P.A.)
 4. Spring 2014 sect. 1906 NURSING 056 is WSCH with TBA
 5. Spring 2014 sect. 7008 DEN HY 151 is WSCH with TBA
 6. Zero enrollments in active class sections
 7. Fall 2013, ALD HTH 8060, DEN HY 7031 & 7054, violate 50 min/hour rule
- F. Status reports:
 1. Monthly meeting with Student Services (Phyllis, Shalomon, Michael) – 1st Wednesday of each month?
 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. Program Learning Outcomes Revisions.
 5. Post agendas on website – Judith
 6. Priority lists on web – Spring and Summer 2014 – still some missing
 7. Notify Olga when any task or timeline warrants special attention or consultation.
 8. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
 9. Student Success Committee.
 10. 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.
 11. The 5th of the month report writing.

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12. Curriculum (also see Reorganization below):
12. 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.
13. Syllabus collection/review (connect to COR, document process for collection/review)
14. Exclusion rosters (85%), Bob-speak to Olga, Ara-call East re: best practices.
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

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 ½ 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. 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.
6. Academic Affairs – future staffing – remodeling
7. Telephone tree – Nick to use current plan – needs revision?
8. When will Kentico be up/running? When does Digital Curriculum storage end?