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Mark Pracher
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Barry Sloan
Associate Dean
Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA and Outstand Items Wednesday, September 18, 2013

- A. ESC approval path for Learning Skills
- B. Timelines/Tasks and prioritization of most critical
- C. Improving office organization/task coordination, meeting deadlines
- D. Positive Attendance hours
- E. Single Audit Meeting 9/10/13 (DSPS, EOPS, CARE)
- F. Winter 2014:
 1. Allocation – how many sections?
 2. Library hours
 3. Production timeline
- G. New Hires - evaluation committees, mentors, process
- H. What committees should Dean's join?
- I. Telephone tree – Nick to use current plan – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.
- J. Foreign language labs
- K. Who is our Emergency Response Area Supervisor (CE & SC buildings)?
- L. Fall 2013: Instructor assignments, Chair assignments
- M. When can we meet to review Work Block instructions and plan the training?
- N. When will Kentico be up/running? When does Digital Curriculum storage end?
- O. Student Success: ATD, Learning Communities, Transitional Education (basic skills), E-Portfolio, SLO's, Syllabi...
- P. Reorganization:
 1. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
 2. Library Div. vs. Learning Center Div.
 3. Humanities & Fine Arts absorbing CEMA
 4. Clean up – ask District Office to correct:
 - a. Division Names, e.g. Applied Technology, Dance, Health & P.E., Library Division, Learning Center Division
 - b. Department (Div.) numbers, send specific disciplines to change
 - c. Course outline clean up, e.g. change department numbers
 - d. Who updates pre and co-requisites on the systems?