

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
Lartee Harris
Business
Anna Chiang
Computer Science and
Applications

Kathy Walton
Dean of Curriculum,
Retention, & Educational
Services
Sherron Rouzan-Thomas
Counseling
Jane Witucki
Dance, Health, & Physical
Education
Judy Chow
Library & Learning Center

Celena Alcalá, Acting
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

Mary-Jo Apigo
Dean of Teaching &
Learning

Eric Ichon
Dean of Distance Learning
& Instructional
Technology

Rebecca Tillberg
Dean of Research &
Planning

Mark Pracher
Sponsored Programs &
Development

Barry Sloan
Associate Dean
Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA Wednesday, September 4, 2013

- A. Positive Attendance hours
- B. New Hires - evaluation committees, mentors, process
- C. Timelines/Tasks
- D. Improving office organization/task coordination, meeting deadlines
- E. Bob's list, e.g. PR announcement, Master Planning, President's Council...
- F. Telephone tree – Nick to use current plan – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.
- G. GC room assignments
- H. Division Chairperson assignments
- I. Foreign language labs – has Michael responded?
- J. Who will replace Judith Ann as our Emergency Response Area Supervisor (CE & SC buildings)?
- K. Fall 2013:
 1. Instructor assignments
 2. Room assignments
 3. Add some 14 week sections?
- L. When can we meet to review Work Block instructions and plan the training?
- M. When will Kentico be up/running? When does Digital Curriculum storage end?
- N. Student Success:
 1. ATD
 2. Learning Communities
 3. Transitional Education (basic skills)
- O. Reorganization:
 1. Need updated org. chart
 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?