DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, April 15, 2015

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

B. Scheduling issues:
   1. Winter/Spring 2016 prep. How to properly redline-do workshop?
   2. Summer 2015 – increase classes by 20% ?
   4. Summer offer letters.
   5. Unstaffed classes, assignments exceeding limits, etc.
   6. Over/under scheduled sections.

C. ESC – curtail access/discuss criteria for access. Ask users to reset passwords.

D. Accreditation

E. Weekly Status Reports:
   1. Non-credit FTES – Kathy Walton
   2. Enhanced non-credit – Barry
   3. Enrollment Management – Rebecca Tilberg
   4. Cost of instruction analysis – Helen
   5. SLO’s – Mary-Jo Apigo
   6. Evaluations – Mary-Jo Apigo
   7. Syllabus collection/review – Mary-Jo Apigo
   8. Curriculum – Aracely Aguiar
   9. Student Success – Walter Jones
  10. Work Blocks – Load/FTES Summaries Completed – all Deans

F. Invite Olga (and Celena) to discuss supervision pay/new Contract language regarding limits on adjunct asg’s–interpretation, verbiage to rescind offers. Send list of questions prior to meeting.

G. CTE EF 40% application (Mark)

H. Staffing in Academic Affairs / Office of Instruction - New position (Senior Secretary?)

I. Periodic Status Reports:
   1. Seniority/Priority lists on web
   2. Program review/validations
   3. Chancellor’s Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
   4. The 5th of the month report writing.

J. Monthly Items:
   1. Budget – discuss prior to Budget Committee meeting (4th Thursday?).
   2. Monthly meeting with Phyllis, Shalamon, Michael, Celena – 4th Wednesday of each month, 11:00 – 12:00.
      a. Student enrollments after day one.
      b. Add sheets – Ara will create form (multiple classes for individual students)
      c. Enrolling students in Black Scholars, Project Learn, Puente, POPP and other cohort programs (Michael and Ara will discuss testing permissions codes on FLM PRD section)
      d. Census/Exclusion/Grade rosters – develop monitoring and disciplinary processes
e. Grade change process – need written procedures
f. Reorganization – create new department codes, update course outlines and work with District Office to update systems so costs are charged to correct fund centers.
g. Certificates/Degrees
h. Petition process for pre-requisites challenge
i. Seniority/Priority lists to post on website

K. Outstanding items:

1. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
2. Room matrix verification for ADA signs.
3. Control of Room Book – create written policy, post it on front of book, email each semester, discuss at Divisional Council, consider putting it online in the future.
4. Where do adjuncts hold office hours? When? Have Divisional Council determine Disciplines with adjunct office hour location issues. Are they included in new building plans?
5. Work Blocks/Load Summaries – need written policy:
   a. How are we handling over/under loads? How does balancing via adjunct asg’s effect seniority lists?
   b. How do we show SFP assignments?
7. Website:
   a. Redesign Academic Affairs site.
   b. Faculty/Staff directory issues – develop recommendations for IT.
8. Academic Affairs –remodeling
9. Reorganization:
   a. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
   b. Clean up – ask District Office to correct:
      i. Division Names, e.g. Applied Technology, Dance, Health & Kinesiology, Library Division, Learning Center Division
      ii. Department (Div.) numbers, send specific disciplines to change, e.g. LRNSKIL, LRNSK, TRAVEL, HOSPT
      iii. New/changed department codes for LRNSKIL, LRNSK, PERSDEV should be under Student services instead of Academic Affairs
      iv. Course outline clean up, e.g. change department numbers
      v. Non-credit Programs instead of Free Co