DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, April 29, 2015

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

B. Permissions codes – determine codes (see 4/28/15 email) and give send Michael Golterman the list of students for each code to be used. Give Karen the section numbers to code.

C. Scheduling issues:
   2. Summer/Fall 2015 – increase classes offerings?
   3. Summer/Fall 2015 – unstaffed classes.
   5. Spring 2015 – unstaffed classes (FLM PRD, NURSING) – Ara.
   6. Over/under scheduled sections.

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 – Mary-Jo Apigo
   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)
West Los Angeles College

Academic Affairs

Robert Sprague
Vice President of Academic Affairs

OFFICE OF INSTRUCTION

Aracely Aguilar
Dean of Career and Technical Education
Jack Moy
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
Ken Lin
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

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