

AGENDA – Wednesday, October 28, 2015

Aracely Aguiar
Acting Vice President of
Academic Affairs

OFFICE OF INSTRUCTION

Celena Alcalá
Acting Dean of Career and
Technical Education
Carmen Dones
Allied Health
Jack Moy
Applied Technology
Gerald Ludwig
Career Studies
Anna Chiang
Computer Science and
Applications

Kathy Walton
Dean of Retention, &
Educational Services
Jane Witucki
Health & Kinesiology
Ken Lin
Library

Walter Jones, Ed.D.
Dean of General
Education & Transfer
Studies
Laura Peterson
CEMA
Joyce Sweeney
Humanities & Fine Arts
Fran Leonard
Language Arts
Matthew Robertson
Mathematics
Abraha Bahta
Science
Sholeh Khorooshi
Social Sciences

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

Office of Instruction (9:00 – 10:00 a.m.):

- A. Timelines/Tasks
- B. Work Block / FTES Summary forms
- C. Offer letters, response
- D. Evaluations due dates tracking – Judith
- E. 6% growth for 2015/2016
 - 1. Add sections-Winter/Spring 2016
 - 2. Directive for Summer/Fall 2016
- F. Scheduling issues:
 - 1. Fall 2015 zero enrolled/not cancelled
 - 2. Fall 2015 asg's >67% and invalid IDs
 - 3. Fall 2015 new hires / unstaffed classes
 - 4. Fall 2015 under scheduled sections
 - 5. Summer/Fall 2016 production

Academic Affairs (10:00 – 12:00 a.m.):

- G. 2014-2015 Audit – Deans
- H. Block Grant – Helen
- I. Instructor absence line – Kathy
- J. Accreditation – Ara
- K. Catalog – Kimberly
- L. Enrollment Management – Tilberg
 - 1. 2015-16 base + growth, increase class offerings Winter, Spring, Summer
 - 2. Basic skills comparison to state analysis
- M. Syllabus collection/review – Mary-Jo
- N. SLO's – Mary-Jo
- O. Curriculum – Ara
 - 1. ADT report, Certificates/Degrees, Program review/validations
 - 2. COR project, inventory
 - 3. Honors courses
- P. Faculty Allocation – Ara
- Q. Student Success – Walter Jones
- R. Monthly Items:
 - 1. Non-credit FTES – Kathy Walton
 - 2. Enhanced non-credit – Barry
 - 3. Budget – discuss prior to Budget Committee meeting (4th Thursday?).
 - 4. The 5th of the month report writing
- S. Periodic Status Reports:
 - 1. Census/Exclusion/Grade rosters/Active Enrollment – Michael
 - 2. Evaluations follow up and tracking – Mary-Jo Apigo
 - 3. Staffing
 - 4. Website