DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, February 25, 2015

A. Monthly meeting with Phyllis (enrollment mgmt.), Shalamon, Michael, Celena – 4th Wednesday of each month, 11:00 – 12:00.
   1. Student enrollments after day one.
   2. Add sheets for Tutoring services
   3. Enrolling students in Black Scholars, Project Learn, Puente, POPP and other cohort programs
   4. Census/Exclusion/Grade rosters – develop monitoring and disciplinary processes
   5. Grade change process – need written procedures
   6. Reorganization – create new department codes, update course outlines and work with District Office to update systems so costs are charged to correct fund centers.
   7. Certificates/Degrees
   8. Petition process for pre-requisites challenge
   9. Seniority/Priority lists to post on website

B. Budget – discuss prior to Budget Committee meeting (4th Thursday?).

C. Summer/Fall Schedule of Classes – Cover Page - Conceptual Draft

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

E. Room matrix verification for ADA signs.

F. Phone tree

G. ESC - can we curtail access? Ask users to reset passwords.

H. CTE EF 40% application (Mark)

I. Program review.

J. Send Olga our list of questions, re: new Contract language regarding limits on adjunct assignments – interpretation, verbiage to rescind offers.

K. Staffing in Academic Affairs / Office of Instruction
   1. Sub/Relief for Kimberly’s position
   2. New position (Senior Secretary?)

L. Scheduling issues to resolve ASAP:
   1. Spring 2015 – adding sections, unstaffed classes, assignments exceeding limits, etc.
   2. Winter/Spring 2016 planning and prep. How to properly redline.
   3. Fall 2014 – Over/under scheduled sections

M. 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

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

O. Outstanding items:
1. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
2. 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.
3. 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?
4. 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?
6. Website:
   a. Redesign Academic Affairs site.
   b. Faculty/Staff directory issues – develop recommendations for IT.
7. Academic Affairs – future staffing – remodeling
8. 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 LRSKIL, LRNSK, PERSDEV should be under Student services instead of Academic Affairs
      iv. Course outline clean up, e.g. change department numbers
         Non-credit Programs instead of Free Co