DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, March 18, 2015

A. Timelines/Tasks–prioritize, quality control, right person for job, meet deadlines, communicate.
B. Spring 2015 unstaffed classes (BUS, CH DEV, NURSING, PERSDEV).
C. Budget – discuss prior to Budget Committee meeting (4th Thursday?).
D. 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
E. CTE EF 40% application (Mark)
F. Invite Michael Golterman, Diana Baxter and Terry McGee to discuss using permissions to restrict enrollment in cohort program classes. Test on FLM PRD late start section?
G. 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.
H. ESC - curtail access/discuss criteria for access. Ask users to reset passwords.
I. Staffing in Academic Affairs / Office of Instruction
   1. Sub/Relief for Kimberly’s position
   2. New position (Senior Secretary?)
J. Scheduling issues to resolve ASAP:
   1. Summer 2015 – increase classes by 20%?
   2. Spring 2015 – adding sections, unstaffed classes, assignments exceeding limits, etc.
   4. Fall 2014 – Over/under scheduled sections
K. 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.
L. Monthly Items:
   1. Monthly meeting with Phyllis (enrollment mgmt.), 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
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

M. 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. LRNSKL, LRNSK, TRAVEL, HOSPT
      iii. New/changed department codes for LRNSKL, 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