AGENDA – Wednesday, August 26, 2015

Academic Affairs (9:00 – 10:00 a.m.):

A. TBA audits – add form to CORs, plan/process
B. Accreditation
C. Catalog
D. Enrollment Management, Tilberg reports
   1. 2015-16 base + growth, increase class offerings Winter, Spring, Summer
   2. Basic skills comparison to state analysis
E. Syllabus collection/review – Mary-Jo
F. SLO’s – Mary-Jo Apigo
G. Curriculum – Aracely Aguiar
   1. ADT report, Certificates/Degrees, Program review/validations
   2. COR project, inventory
H. Student Success – Walter Jones
I. Monthly Items:
   1. Non-credit FTES – Kathy Walton
   2. Enhanced non-credit – Barry
   3. Cost of instruction analysis – Helen
   4. Budget – discuss prior to Budget Committee meeting (4th Thursday?).
   5. Census/Exclusion/Grade rosters/Active Enrollment – Michael
   6. The 5th of the month report writing
J. Periodic Status Reports:
   1. Evaluations follow up and tracking – Mary-Jo Apigo
   2. Staffing
   3. Website

Office of Instruction (10:00 – 11:00 a.m.):

K. Timelines/Tasks
L. Fall 2015 assignments
M. Work Block / FTES Summary forms
N. Offer letters, response
O. Fall welcome letter and packet
P. Evaluations due dates tracking – Judith
Q. Scheduling issues:
   1. Unstaffed classes –Fall 2015
   2. Over/under scheduled sections
   3. Year-end close – do clean each term up