AGENDA – Wednesday, August 5, 2015

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

A. Timelines/Tasks
B. Office hours and services page – who will prepare?
C. Offer letters, response
D. Fall welcome letter and packet
E. Scheduling issues:
   1. Unstaffed classes – Summer 2014, Fall 2015
   2. Over/under scheduled sections
   3. Year-end close – do clean each term up

Academic Affairs (10:00 – 11:30 a.m.):

F. Campus “walk through” at 10:30
G. Catalog
H. Online approval form for over 40 enrollment limits
I. Reorganization
J. Enrollment Management, Tilberg reports
   1. 2015-16 base + growth, increase class offerings
   2. Basic skills comparison to state
K. Syllabus collection/review – Mary-Jo
L. SLO’s – Mary-Jo Apigo, Luis
M. Curriculum – Aracely Aguiar
N. Student Success – Walter Jones

O. 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

P. Periodic Status Reports:
   1. Accreditation
   2. Curriculum:
      a. ADT report, Certificates/Degrees, Program review/validations
      b. COR project, inventory
      c. Pre and co-requisites
   3. Evaluations due dates tracking – Judith
   4. Evaluations follow up and tracking – Mary-Jo Apigo
   5. Work Blocks – Load/FTES Summaries Completed – all Deans
   6. Seniority/Priority lists, completion and posting
   7. Staffing
   8. Professional Development, training and mentors – Mary-Jo
   9. Website