

Aracely Aguiar
Acting Vice President of
Academic Affairs

OFFICE OF INSTRUCTION

Aracely Aguiar
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 Khorrooshi
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

AGENDA – Wednesday, August 12, 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. Catalog
- G. Online approval form for over 40 enrollment limits
- H. Reorganization
- I. Enrollment Management, Tillberg reports
 - 1. 2015-16 base + growth, increase class offerings
 - 2. Basic skills comparison to state
- J. Syllabus collection/review – Mary-Jo
- K. SLO's – Mary-Jo Apigo, Luis
- L. Curriculum – Aracely Aguiar
- M. Student Success – Walter Jones
- N. 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
- O. 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