AGENDA – Wednesday, August 19, 2015

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

A. Timelines/Tasks
B. Fall 2015 assignments
C. Work Block / FTES Summary forms
D. Offer letters, response
E. Fall welcome letter and packet
F. 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.):

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

R. 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