DEAN’S MEETING - Meeting AGENDA and Outstanding Items
Wednesday, October 15, 2014

9:30 – 11:30 a.m.: Group discussion on items below.
11:30 – forward: Follow up meeting with secretaries

A. Timelines/Tasks—prioritize, quality control, right person for job, meet deadlines, communicate.

B. Weekly Status Reports:
1. Scheduling:
   a. Winter/Spring 2015 – priority/seniority lists, offer letters
   b. Summer/Fall 2015 – allocation model, revised time blocks grid, galleys
   c. Fall 2014 – unstaffed classes and/or withdrawn instructors assigned
      – instructors with pay but zero students
      – over/under scheduled sections
      – pending ESCs
   d. Need more Basic Skills offerings in English and Math?
   e. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
   f. ESC changes are creating over and under scheduled classes.
2. Non-credit FTES – Kathy Walton
3. SLO’s – Mary-Jo Apigo
4. Evaluations – Mary-Jo Apigo
5. Syllabus collection/review – Mary-Jo Apigo
6. Curriculum – Aracely Aguilar
7. Student Success – Walter Jones
8. Enrollment Management – Rebecca Tilberg
9. Work Blocks – Load/FTES Summaries Completed – all Deans
10. Budget—discuss prior to Budget Committee meeting.

C. Periodic Status Reports:
1. Monthly meeting with Phyllis (enrollment mgmt), Shalomon, Michael, Celena—
   4th Wednesday of each month?
2. Synchronous Online
3. Post agendas on website – Judith
4. Seniority/Priority lists on web—Summer 2014-some missing, Fall 2014-all missing
5. Chancellor’s Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
7. The 5th of the month report writing.