DEAN'S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, November 5, 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. Website – Academic Affairs page, Office of Instruction page, attachments/links

C. Weekly Status Reports:
   1. Scheduling:
      a. Winter/Spring 2015 – priority/seniority lists, offer letters
      b. Summer/Fall 2015 – allocation model, galleys, Jane’s FTEP increases Chair asg.
      c. Fall 2014 – unstaffed classes and/or withdrawn instructors assigned, instructors with pay but zero students, over/under scheduled sections, pending ESCs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 Aguiar
   7. Student Success – Walter Jones
   8. Enrollment Management – Rebecca Tilberg
   9. Work Blocks – Load/FTES Summaries Completed – all Deans

D. Periodic Status Reports:
   1. Monthly meeting with Phyllis (enrollment mgmt), Shalamon, 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.

E. Outstanding items:
   1. Where do adjuncts hold office hours? When?
   2. Work Blocks/Load Summaries – need written policy:
a. How are we handling over/under loads? How does balancing via adjunct asg’s effect seniority lists?
b. How do we show SFP assignments?
c. Put instructions/training documents on website?


4. SIS conversion to PeopleSoft – waitlists will be set at either 10 or ½ of the current seat limit. Do we want to start using waitlists when we go live on the new system?

5. Website:
   a. When will Kentico be up/running? When does Digital Curriculum storage end?
   b. Redesign Academic Affairs site after Kentico is up.
   c. Post forms, e.g. Work Block form and instructions, office hours forms, field trip, conference…
   d. Update website to show Academic Affairs office hours 7:30 – 5:30.
   e. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don’t work (e.g. New Faculty Orientation goes nowhere), etc.
   f. Directory no longer shows office hours

6. Processes:
   a. Signature process – Helen
   b. Review process of how we send documents to LACCD, e.g. transcripts. Ask Hansel about the protocol and discuss with staff.
   c. Support for new hires, evaluation committees, mentors, process
   d. Census / Exclusion rosters – directions need clarification
   e. Enrolling students in Black Scholars and other cohort programs.

7. Academic Affairs – future staffing – remodeling

8. Telephone tree – Nick to use current plan – needs revision?

9. Reorganization:
   a. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
   b. Clean up – ask District Office to correct:
      i. Division Names, e.g. Applied Technology, Dance, Health & P.E., Library Division, Learning Center Division
      ii. Department (Div.) numbers, send specific disciplines to change, e.g. LRNSKIL, LRNSK, TRAVEL, HOSTP
      iii. New/changed department codes for LRNSKIL, LRNSK, PERSDEV should be under Student services instead of Academic Affairs
      iv. Course outline clean up, e.g. change department numbers