DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, August 13, 2014

9:30 – 11:00 a.m.: Group discussion on items below.
11:00 – forward: Follow up meeting with secretaries

A. Accessible documents training (8/22/14 at LACCD)
B. Parking – 1st 2 weeks of fall, ASO preferred
C. Per Cathy Iyemura, we shouldn’t over schedule SCH (re: 50 minute rule issues)
D. Allocation model for Summer/Fall 2015 (start schedule production soon)
E. Kimberly Manner’s reassigned time is still not on SAP (and Work Blocks are wrong).
F. Instructor assignments must be high priority for all, i.e. Deans, secretaries…
G. Hot-potato emails
H. Faculty Evaluations, syllabus letter to faculty
I. **Timelines/Tasks**– prioritize, quality control, right person for job, meet deadlines, communicate.
J. Train Chairpersons and instructors: create handbook, workshops, video tutorials, Olga’s manual for adjuncts. Periodic meeting to review AFT contract. Consult with new Professional Development Coordinator Kimberly Manner. **Make commitment in July. Can Mary-Jo arrange?**

K. Status reports:
   1. Monthly meeting with Student Services (Phyllis, Shalamon, Michael) – 1st Wednesday of each month?
   2. **Non-credit FTES** – Increased funding – can we increase FTES? POPP, Math tutoring? Multi Media? Athletics?
   3. **Synchronous Online**
   5. Post agendas on website – Judith
   6. **Seniority/Priority lists** on web – Summer 2014-some missing, Fall 2014-all missing
   7. Notify Olga when any task or timeline warrants special attention or consultation.
   8. Chancellor’s Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
   9. Student Success Committee.
   10. Syllabus collection/review (connect to COR, document process for collection/review)
   13. The 5th of the month report writing.
   14. Curriculum (also see Reorganization below):
   15. Enrollment: targets, analysis–day/ eve., reg/hrly, FTES by delivery mode, cost/FTES for marketing/recruitment, Jumpstart, mailers/emailers, computer calls, adds, a way to look at global students, list of reports that should go out routinely.
16. Reorganization:
   a. Establish process to implement a reorganization for 2015-2016.
   b. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
   c. Transition of PERSDEV and LRNSKL to Student Services. Supervision pay. Learning Center transition? Non-credit Tutoring transition?
   d. Library Div. vs. Learning Center Div.
   e. Humanities & Fine Arts absorbing CEMA
   f. Split Academic Affairs under two VPs – add VP of Workforce Dev.?
   g. 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
      iii. Course outline clean up, e.g. change department numbers

L. Outstanding items:

1. Work Blocks/Load Summaries:
   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. Need written policy
   d. Put instructions/training documents on website?

2. 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?

3. LATTC/LACCD – Prop 39 Clean Energy Workforce Program Grant, $300K.

4. Website:
   a. Update website to show Academic Affairs office hours 7:30 – 5:30.
   b. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don’t work (e.g. New Faculty Orientation goes nowhere), etc.
   c. Directory no longer shows office hours

5. 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.

6. Academic Affairs – future staffing – remodeling
7. Telephone tree – Nick to use current plan – needs revision?
8. When will Kentico be up/running? When does Digital Curriculum storage end?