

Robert Sprague
Vice President of
Academic Affairs

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Mary-Jo Apigo
Dean of Teaching &
Learning

Barry Sloan
Associate Dean
Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, August 27, 2014

9:30 – 10:30 a.m.: Group discussion on items below.
10:30 – forward: Rebecca – Summer/Fall 2015 allocation discussion
Follow up meeting with secretaries

- A. **Timelines/Tasks**—prioritize, quality control, right person for job, meet deadlines, communicate.
- B. Summer/Fall 2015 (start schedule production soon)
 1. Allocation model
 2. Revise Time Blocks Grid?
- C. Online with on-campus exams – room booking issues, poor scheduling...
- D. Summer 2014 – is it clean? Are all PA hours entered? Correct instructors?
- E. Fall 2014 – ESC changes are creating over-scheduled classes.
- F. Faculty Evaluations, syllabus letter to faculty
- G. 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?
- H. Status reports:
 1. Monthly meeting with Student Services (Phyllis, Shalomon, 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
 4. Program Learning Outcomes Revisions.
 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)
 11. Exclusion rosters (85%), Bob-speak to Olga, Ara-call East re: best practices.
 12. Document unsatisfactory EE performance, share w/AFT, confirm list, send. FRISK manual (progressive discipline). Start with late Syllabus, grades, exclusion rosters, filing for absence – turn in or expect counseling memo.
 13. The 5th of the month report writing.

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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 LRNSKIL 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

I. 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 1/2 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?