

**Robert Sprague**

Vice President of  
Academic Affairs

**OFFICE OF  
INSTRUCTION****Aracely Aguiar**

Dean of Career and  
Technical Education

**Aracely Aguiar, Acting**

Applied Technology

**Carmen Dones**

Allied Health

**Charles Stapleton**

Behavioral & Social  
Sciences

**Gerald Ludwig**

Business

**Anna Chiang**

Computer Science and  
Applications

**Kathy Walton**

Dean of Retention, &  
Educational Services

**Jane Witucki**

Dance, Health, & Physical  
Education

**Judy Chow**

Library

**Walter Jones, Ed.D.**

Dean of General  
Education & Transfer  
Studies

**Charles Stapleton**

Behavioral & Social  
Sciences

**Michael Arata**

Humanities & Fine Arts

**Fran Leonard**

Language Arts

**Matthew Robertson**

Mathematics

**Abraha Bahta**

Science

**Eric Ichon**

Dean of Distance Learning  
& Instructional  
Technology

**Rebecca Tillberg**

Dean of Research &  
Planning

**Mark Pracher**

Sponsored Programs &  
Development

**Mary-Jo Apigo**

Dean of Teaching &  
Learning

**Barry Sloan**

Associate Dean  
Westside Extension  
Contract Education

### DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, September 3, 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. **Non-credit FTES** – Kathy Walton
  2. **SLO's** – Mary-Jo Apigo
  3. **Syllabus collection/review** – Mary-Jo Apigo
  4. **Curriculum** – Aracely Aguiar
  5. **Student Success** – Walter Jones
  6. **Enrollment Management** – Rebecca Tilberg
  7. **Work Blocks – Load/FTES Summaries Completed** – all Deans
- C. **Current Issues:**
  1. Online with on-campus exams – room conflicts (use tutoring center?), poor scheduling...
  2. Where do adjuncts hold office hours? When?
  3. Summer/Fall 2015: 1. Allocation model, 2. Revise Time Blocks Grid?
  4. Summer 2014 – is it clean? Are all PA hours entered? Correct instructors?
  5. Fall 2014 – ESC changes are creating over-scheduled classes.
- D. **Periodic Status Reports:**
  1. Monthly meeting with Phyllis (enrollment mgmt), Shalomon, Michael, Olga – 1<sup>st</sup> Wednesday of each month?
  2. Synchronous Online
  3. Program Learning Outcomes Revisions.
  4. Post agendas on website – Judith
  5. Seniority/Priority lists on web –Summer 2014–some missing, Fall 2014–all missing
  6. Chancellor's Directive 162–Community Services Course SLOs–Barry, Cari, Mary-Jo
  7. Exclusion rosters.
  8. The 5<sup>th</sup> of the month report writing.
- E. **Outstanding items:**
  1. **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?

**Robert Sprague**  
Vice President of  
Academic Affairs

### OFFICE OF INSTRUCTION

**Aracely Aguiar**  
Dean of Career and  
Technical Education  
**Aracely Aguiar, Acting**  
Applied Technology  
**Carmen Dones**  
Allied Health  
**Charles Stapleton**  
Behavioral & Social  
Sciences  
**Gerald Ludwig**  
Business  
**Anna Chiang**  
Computer Science and  
Applications

**Kathy Walton**  
Dean of Retention, &  
Educational Services  
**Jane Witucki**  
Dance, Health, & Physical  
Education  
**Judy Chow**  
Library

**Walter Jones, Ed.D.**  
Dean of General  
Education & Transfer  
Studies  
**Charles Stapleton**  
Behavioral & Social  
Sciences  
**Michael Arata**  
Humanities & Fine Arts  
**Fran Leonard**  
Language Arts  
**Matthew Robertson**  
Mathematics  
**Abraha Bahta**  
Science

**Eric Ichon**  
Dean of Distance Learning  
& Instructional  
Technology

**Rebecca Tillberg**  
Dean of Research &  
Planning

**Mark Pracher**  
Sponsored Programs &  
Development

**Mary-Jo Apigo**  
Dean of Teaching &  
Learning

**Barry Sloan**  
Associate Dean  
Westside Extension  
Contract Education

2. 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?
3. 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?
4. LATTC/LACCD – Prop 39 Clean Energy Workforce Program Grant, \$300K.
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.
6. Academic Affairs – future staffing – remodeling
7. Telephone tree – Nick to use current plan – needs revision?
8. 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, HOSPT
    - 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