DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, November 26, 2014

9:30 – 10:00 a.m.: Group discussion on items below
10:00 – 11:30 a.m.: Student Services join the meeting
11:30 – forward: Follow up meeting with secretaries

A. Discussion with Student Services
   1. Census/Exclusion/Grade rosters – develop monitoring and disciplinary processes
   2. Grade change process
   3. Add sheets for Tutoring services
   4. Reorganization – create new department code, update course outlines and work with District Office to update systems so costs are charged to correct fund centers.
   5. Seniority/Priority lists to post on website
   6. Enrolling students in Black Scholars, Project Learn, Puente, POPP and other cohort programs

B. Who will be processing ESCs, offers, etc. for Kathy’s Divisions while Kimberly is out?

C. IEC (Institutional Effectiveness Committee) site visit on Tuesday, Dec. 9

D. New AFT limits on adjunct assignments.

E. Fall 2014 Issues:
   1. Spanish 101 – unstaffed, transfer students to another section?
   2. Chinese 001 – needs a lab session

F. Timelines/Tasks–prioritize, quality control, right person for job, meet deadlines, communicate.

G. Control of Room Book – create written policy, post it on front of book, email each semester, discuss at Divisional Council

H. Brainstorm – how can we climb out of the rut.

I. Weekly Status Reports:
   1. Scheduling:
      a. Galley relines are late again – many pages still missing – sloppy
      b. Fall 2015 – how do I code an on-campus FRENCH 101 lab that’s all TBA?
      c. Winter/Spring 2015 – priority/seniority lists, offer letters
      d. Summer/Fall 2015 – allocation model, galleys, Jane’s FTEP increases Chair asg.
      e. Fall 2014 – unstaffed classes and/or withdrawn instructors assigned, instructors with pay but zero students, over/under scheduled sections, pending ESCs
      f. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
      g. ESC changes are creating over and under scheduled classes.
   2. Non-credit FTES – Kathy Walton
   3. Enhanced non-credit – Barry
   4. Cost of instruction versus FTES – Helen
   5. SLO’s – Mary-Jo Apigo
6. Evaluations – Mary-Jo Apigo
7. Syllabus collection/review – Mary-Jo Apigo
8. Curriculum – Aracely Aguiar
9. Student Success – Walter Jones
10. Enrollment Management – Rebecca Tilberg
11. Work Blocks – Load/FTES Summaries Completed – all Deans
12. **Budget** – discuss prior to Budget Committee meeting (4th Thursday?).

J. Periodic Status Reports:
   1. Monthly meeting with Phyllis (enrollment mgmt), Shalamon, Michael, Celena – 4th Wednesday of each month.
   2. Seniority/Priority lists on web – Summer & Fall 2014-some missing
   3. Chancellor’s Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
   4. The 5th of the month report writing.

K. Outstanding items:
   1. Where do adjuncts hold office hours? When? Have Divisional Council determine Disciplines with adjunct office hour location issues. Are they included in new building plans?
   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?
   4. Website:
      a. Redesign Academic Affairs site.
      b. Faculty/Staff directory issues – develop recommendations for IT.
   7. Academic Affairs – future staffing – remodeling
   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 & Kinesiology, 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
         v. Non-credit Programs instead of Free College?