DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, December 3, 2014

9:30 – 11:30 a.m.: Student Services join the meeting
11:30 – forward: Follow up meeting with secretaries

A. Discuss with Architect re: design plans for Academic Affairs office.
B. Timelines/Tasks–prioritize, quality control, right person for job, meet deadlines, communicate.
C. New AFT limits on adjunct assignments – interpretation, verbiage to rescind offers.
D. Control of Room Book – create written policy, post it on front of book, email each semester, discuss at Divisional Council, consider putting it online in the future.
E. Brainstorm – how can we climb out of the rut.
F. Weekly Status Reports:
   1. Scheduling:
      a. Galley relines are late again – many pages still missing – sloppy
      b. Winter/Spring 2015 – add classes ASAP, unstaffed classes and/or withdrawn instructors assigned,
      c. Summer/Fall 2015 – allocation model, galleys, Jane’s FTEP increases her Chair asg.
      d. Fall 2014 – Chinese 001 – needs a lab session, over/under scheduled sections, pending ESCs, Spanish 101 unstaffed (transfer students to another section?)
      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. 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 Tillberg
   11. Work Blocks – Load/FTES Summaries Completed – all Deans

G. Periodic Status Reports:
   1. Monthly meeting with Phyllis (enrollment mgmt), Shalamon, Michael, Celena – 4th Wednesday of each month, 11:00 – 12:00.
      a. Census/Exclusion/Grade rosters – develop monitoring and disciplinary processes
      b. Grade change process
      c. Add sheets for Tutoring services
d. Reorganization – create new department code, update course outlines and work with District Office to update systems so costs are charged to correct fund centers.
e. Seniority/Priority lists to post on website
f. Enrolling students in Black Scholars, Project Learn, Puente, POPP and other cohort programs

2. **Budget** – discuss prior to Budget Committee meeting (4th Thursday?).
3. Seniority/Priority lists on web – Summer & Fall 2014 - some missing
4. Chancellor’s Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
5. The 5th of the month report writing.

H. 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.
5. Academic Affairs – future staffing – remodeling
6. 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?