

Robert Sprague

Vice President of
Academic Affairs

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

Dean of Career and
Technical Education

Jack Moy

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

Ken Lin

Library

Walter Jones, Ed.D.

Dean of General
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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 &
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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, 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 - b. Winter/Spring 2015 – **add classes ASAP**, unstaffed classes and/or withdrawn instructors assigned,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 Tilberg
 - 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

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- 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?

3. 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?

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?