

Robert Sprague
Vice President of
Academic Affairs

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Sherron Rouzan-Thomas
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Jane Witucki
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Rebecca Tillberg
Dean of Research &
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Mark Pracher
Sponsored Programs &
Development

Barry Sloan
Associate Dean
Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, January 29, 2014

- A. Summer 2014:
 1. Approximate number of sections to offer = 95. FTES goal = 400. Code system to collect FTES in 2014-2015 academic year.
 2. Dates? Courses \leq 3 std. hrs. s/b 6 weeks; if $>$ 3 std. hrs., can be 6 or 8 weeks.
 3. Production timeline ???
 4. Library hours ???
- B. Transition of Personal Development and Learning Skills to Student Services. Supervision pay. Learning Center transition? Non-credit Tutoring transition?
- C. Support for newly-hired faculty.
- D. Work loads for Chairpersons.
- E. Status reports:
 1. Pre and co-requisite cleanup and training
 2. Non-credit FTES:
 - a. Steps taken for winter, and preparation for spring
 - b. Collection, Net Tracks, multimedia, CD lab...
 - c. Title V compliance
 - d. FTES comparison to last year and this year's goal,
 3. Enhanced non-credit, 7 FTES planned.
 4. Enrollment summaries target and where we are for fall, winter, spring, summer.
 5. Syllabus status and review (connect to COR, document process for collection/review)
 6. Student Success
 7. Global STUDIES
 8. DOL grants transition
 9. Program review
- F. Exclusion status (85%, Bob will speak with Olga)
- G. Timelines/Tasks – prioritization of most critical tasks, improving office organization/task coordination, meeting deadlines
- H. Outstanding items:
 1. Invite Michael Golterman to meeting?
 2. Jumpstart was reduced. Increase outreach? Discuss with Michael, Angel...
 3. Set a schedule for requesting enrollment rollovers for in-progress sections.
 4. POPP substantive change (find funds for help)
 5. Pacific Oaks
 6. Cleanup for Fall 2013 (possible audit issues):
 - a. Zero enrollments in active class sections
 - b. ALD HTH 057, #8060, violates the 50 minute hour rule
 - c. CH DEV 011, #9500, is 14% over scheduled
 - d. DEN HY 106, #7031, violates the 50 minute hour rule
 - e. DEN HY 204, #7054, violates the 50 minute hour rule

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7. Website:
 - a. Judith - display website on big screen
 - b. Update website to show Academic Affairs office hours 7:30 – 5:30.
 - c. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don't work (e.g. New Faculty Orientation goes nowhere), etc.
 - d. Directory no longer shows office hours.
8. 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. New Hires, evaluation committees, mentors, process
 - d. Census / Exclusion rosters – directions need clarification
 - e. Enrolling students in Black Scholars and other cohort programs.
9. Academic Affairs – future staffing
10. Academic Affairs – remodeling
 - a. Needs assessment, include everyone, e.g. Rebecca, Michelle, Barry...
 - b. Have Abel draw up floor plans for review
 - c. Invite Abel to Deans' meeting
 - d. Kathy requested small modification for Ashanti's workspace to be done now.
11. Curriculum (also see Reorganization below):
 - a. Catalog production
 - b. Pre and co-requisites, advisories, in syllabi/schedule/catalog/CORs, updating DEC, contact Harold Gee to update Protocol.
 - c. Foreign language labs
 - d. AJ and CD certifications
 - e. IGETC, GE
12. 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. Library Div. vs. Learning Center Div.
 - c. Humanities & Fine Arts absorbing CEMA
 - d. 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
13. Telephone tree – Nick to use current plan – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.
14. When will Kentico be up/running? When does Digital Curriculum storage end?