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 <= 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
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?