DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, October 16, 2013

A. Audit issues prevention – need to clean up NOW.

B. Review process of how we send documents to LACCD, e.g. transcripts.

C. Non-credit FTES collection. Title V compliance, Net Tracks, multimedia, CD lab…

D. Enrolling students in Black Scholars and other cohort programs.

E. Academic Affairs email – needs clean up

F. Vicky needs to know our official office hours. Our website doesn’t show hours. 7:30 – 5:00?

G. Website still shows J.A. Friedman and other errors.

H. Academic Affairs program review – resources – can we hire more classified help?

I. Timelines/Tasks and prioritization of most critical

J. Seniority lists, Priority lists

K. Rearranging workstations:
   1. Needs assessment, include everyone, e.g. Rebecca, Michelle, Barry…
   2. Have Abel draw up floor plans for review
   3. Invite Abel to Deans’ meeting

L. Outstanding items (7):
   1. POPP substantive change (find funds for help)
   2. Program review
   3. AJ CD certifications
   4. FPIPs (Scheduling Dean?, Transfer?)
   5. HFA and Business FPIP, need help with planning/org
   6. CURRICULUM Status
   7. Syllabus status and review (connect to COR, document process for collection/review)

M. Student Success: ATD, Learning Communities, Transitional Education (basic skills), E-Portfolio, SLO’s, Syllabi…

N. Intersessions:

   Winter 2014: Summer 2014:
   1. Instructor assignments 1. Summer 1 or 2 or both? Dates?
   2. Priority lists 2. Production timeline
   3. Library hours 9-2, 5-8 3. Library hours

O. Improving office organization/task coordination, meeting deadlines
Academic Affairs

P. New Hires - evaluation committees, mentors, process
Q. Census / Exclusion rosters – directions need clarification
R. Fall 2013: Instructor assignments, Chair assignments
S. Course/Curriculum issues (also see L. Reorganization below); Pre and co-requisites, foreign language labs, vacant position…
T. Reorganization:
   1. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
   2. Library Div. vs. Learning Center Div.
   3. Humanities & Fine Arts absorbing CEMA
   4. Clean up – ask District Office to correct:
      a. Division Names, e.g. Applied Technology, Dance, Health & P.E., Library Division, Learning Center Division
      b. Department (Div.) numbers, send specific disciplines to change
      c. Course outline clean up, e.g. change department numbers
      d. Who updates pre and co-requisites on the systems?
U. Miscellaneous:
   1. Telephone tree – Nick to use current plan – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.
   2. When can we meet to review Work Block instructions and plan the training?
   3. When will Kentico be up/running? When does Digital Curriculum storage end?