DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, November 20, 2013

A. Instructor overloads / assignment history / Work Block forms.
B. Run down on staffing.
C. Funded resources, confirm and notify departments. Any delays beyond this fiscal year should be brought up in cabinet.
D. Offer letters for Winter and Spring 2014.
E. Inter sessions:
   Winter 2014:  
   1. Instructor asgs/offer letters  
   2. Priority lists  
   3. Library hours 9-2, 5-8  
   Summer 2014:  
   1. Summer 1 or 2 or both? Dates?  
   2. Production timeline ???  
   3. Library hours ????
F. Review process of how we send documents to LACCD, e.g. transcripts. Ask Hansel about the protocol and discuss with staff.
G. Non-credit FTES collection. Title V compliance, FTES comparison to last year and this year’s goal, Net Tracks, multimedia, CD lab…
H. Enhanced non-credit, 7 FTES planned.
I. Enrolling students in Black Scholars and other cohort programs.
J. Vicky needs to know our official office hours. Our website doesn’t show hours.  
   7:30 – 5:00 ?
K. Website still shows J.A. Friedman and other errors. Have Judith show website (on big screen) at next Dean’s meeting?
L. Academic Affairs program review – resources – can we hire more classified help?
M. Timelines/ Tasks and prioritization of most critical
N. Seniority lists, Priority lists
O. Student Success: ATD, Learning Communities, Transitional Education (basic skills), E-Portfolio, SLO’s, Syllabi…
P. Improving office organization/task coordination, meeting deadlines
Q. New Hires - evaluation committees, mentors, process
R. Census / Exclusion rosters – directions need clarification
S. Fall 2013: Instructor assignments, Chair assignments
T. 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
U. Academic Affairs email – needs clean up

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

W. Course/Curriculum issues (also see L. Reorganization below); Pre and co-requisites, foreign language labs, vacant position…

X. Outstanding items (?):
   1. POPP substantive change (find funds for help)
   2. Program review
   3. AJ CD certifications
   4. FPPIPs (Scheduling Dean?, Transfer?)
   5. HFA and Business FPPIP, need help with planning/org
   6. CURRICULUM Status
   7. Syllabus status and review (connect to COR, document process for collection/review)
   8. Exclusion status (85%, Bob will speak with Olga)
   9. Pacific Oaks
   10. Student Success
   11. Development GU
   12. ART
   13. 100 Men
   14. Drew on committee
   15. DOL W TT
   16. G STUDIES
   17. AUDIT SCHEDULE

Y. 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?

Z. 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?