DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, December 11, 2013

A. Post holiday hours, e.g. on door, website
B. Staffing the office
   Dec. 23
   Dec. 26
   Dec. 27
C. Academic Affairs – future staffing
D. Academic Affairs – remodeling
   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
E. Winter and Spring 2014 offer letters, unstaffed classes.
F. Discussion: Work Block forms must be submitted before processing any instructor assignment/reassignment changes. PCRs and ESCs cannot be approved until revised Work Block Forms are signed.
G. Cleanup for Fall 2013 (possible audit issues):
   1. Zero enrollments in active class sections
   2. ALD HTH 057, #8060, violates the 50 minute hour rule
   3. CH DEV 011, #9500, is 14% over scheduled
   4. DEN HY 106, #7031, violates the 50 minute hour rule
   5. DEN HY 204, #7054, violates the 50 minute hour rule
H. Summer 2014:
   1. Summer 1 or 2 or both? Dates?
   2. Production timeline ???
   3. Library hours ???
I. Timelines/Tasks – prioritization of most critical tasks, improving office organization/task coordination, meeting deadlines
J. Review process of how we send documents to LACCD, e.g. transcripts. Ask Hansel about the protocol and discuss with staff.
K. New Hires - evaluation committees, mentors, process
L. Census / Exclusion rosters – directions need clarification
M. Non-credit FTES collection. Title V compliance, FTES comparison to last year and this year’s goal, Net Tracks, multimedia, CD lab…
N. Enhanced non-credit, 7 FTES planned.
O. Enrolling students in Black Scholars and other cohort programs.
P. Vicky needs to know our official office hours. WLAC directory shows 7:30—5:00. Academic Affairs website doesn’t show hours.

Q. Website still shows J.A. Friedman and other errors. Have Judith show website (on big screen) at next Dean’s meeting?

R. Outstanding items (?):
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/organizational issues
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

S. Course/Curriculum issues (also see 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 will Kentico be up/running? When does Digital Curriculum storage end?