DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, February 5, 2014

A. Timelines/Tasks – prioritization of most critical tasks, improving office organization/task coordination, meeting deadlines, communication

B. Summer 2014:
1. FTES goal = 400. Approximate number of sections to offer = 95 (83 for Academic Affairs + some for Student Services). Code system to collect FTES in 2014-15.
2. Offerings to satisfy Degrees, Certificates and transfers.
3. Dates? Courses <= 3 std. hrs. s/b 6 weeks; if > 3 std. hrs., can be 6 or 8 weeks.
4. Production timeline ??? Library hours ???

C. Status reports:
1. Work loads for Chairpersons.
2. Enrollment: targets, analysis – day/evening, regular/hourly, FTES by delivery mode, cost/FTES for marketing and recruitment, Jumpstart, mailers/emailers, computer calls, adds, a way to look at global students, list of reports that should go out routinely.
3. A 5th of the month report writing exercise
4. 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,
5. Enhanced non-credit, 7 FTES planned.
6. Curriculum (also see Reorganization below):
   a. Tracking status of course outlines of record
   b. Tracking status and development of certificates; plan for development of new, completions of current, conversion of unrecognized certificates
   c. Certificate for SB1456
   d. Identifying technical assistance
   e. Catalog production
   f. Clean up: Pre and co-requisites, advisories, in syllabi/schedule/catalog/CORs, updating DEC, contact Harold Gee to update Protocol.
   g. Foreign language labs
   h. AJ and CD certifications, IGETC, GE
7. Syllabus status and review (connect to COR, document process for collection/review)
8. Retreat
9. 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. Transition of Personal Development and Learning Skills to Student Services. Supervision pay. Learning Center transition? Non-credit Tutoring transition?
c. Library Div. vs. Learning Center Div.
d. Humanities & Fine Arts absorbing CEMA
e. 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

10. Student Success, Global STUDIES, DOL grants transition
11. Program review

D. Exclusion status (85%, Bob will speak with Olga)

E. Outstanding items:
   1. Invite Michael Golterman to meeting?
   2. POPP substantive change (find funds for help)
   3. 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

4. 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.

5. 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. Support for new hires, evaluation committees, mentors, process
d. Census / Exclusion rosters – directions need clarification
e. Enrolling students in Black Scholars and other cohort programs.

6. Academic Affairs – future staffing

7. 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.

8. Telephone tree – Nick to use current plan – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.

9. When will Kentico be up/running? When does Digital Curriculum storage end?