DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, April 16, 2014

A. Timelines/Tasks – prioritizing tasks, meeting deadlines, communication.
B. FPIP, NOI’s, job descriptions.
C. WF grade – automatically sets withdrawal date at 50% point of class, so student will have to pay back financial aid.
D. Poor email habits undermining productivity – Eric – video on effective use.
E. Train Chairpersons and instructors: create handbook, workshops, video tutorials, consult with new Professional Development Coordinator Kimberly Manner.
G. 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. Library hours 9:00 – 5:00 Mon. - Thurs., floors 2 & 3.
   3. Priority Lists – post on website – Offer letters were due out 3/21/14.
H. Status reports:
   2. Work loads – Chairs, Fall 2013, Spring 2014. How are we handling over/under loads? How does balancing via adjunct assignments effect seniority lists.
   3. The 5th of the month report writing.
   4. 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.
5. Non-credit FTES: a. Increased funding – can we increase Spring FTES?
   d. Title V compliance e. FTES comparison to last year and this year’s goal.
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5. Non-credit FTES: a. Increased funding – can we increase Spring FTES?
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6. Enhanced non-credit, 7 FTES planned.
7. Curriculum (also see Reorganization below):
   g. Foreign language labs h. AJ and CD certifications, IGETC, GE
8. Program Review and prioritized needs
9. Syllabus collection / review (connect to COR, document process for collection/review)
11. 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. Split Academic Affairs under two VPs – add VP of Workforce Dev.?
   f. 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
12. Student Success, Global STUDIES, DOL grants transition

I. Outstanding items:
1. Invite Michael Golterman to meeting?
2. Facilities – Alterations or Improvements Request Form
3. LATTC/LACCD - Prop 39 Clean Energy Workforce Program Grant, $300K.
4. POPP substantive change (find funds for help)
5. Cleanup for Fall 2013 (possible audit issues):
   a. Zero enrollments in active class sections
   b. ALD HTH 057 #8060, DEN HY 106 #7031 & 204 #7054, violate 50 min/hour rule
6. Website:
   a. Update website to show Academic Affairs office hours 7:30 – 5:30.
   b. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don’t work (e.g. New Faculty Orientation goes nowhere), etc.
   c. Directory no longer shows office hours
   d. Add Seniority and Priority lists to website.
7. 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.
8. Academic Affairs – future staffing
9. 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.
10. Telephone tree – Nick to use current plan – needs revision?
11. When will Kentico be up/running? When does Digital Curriculum storage end?