DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, April 30, 2014

A. Timelines/Tasks–prioritize tasks, right person for job, meet deadlines, communicate.

B. Board follow up, scorecard feedback, student success strategic plan, basic skills.

C. Reserve last 20 minutes of meeting to apprise secretaries?

D. Revive Office of Instruction meetings – every other Friday?

E. Winter/Spring 2015:  
   1. allocation models
   2. Seniority/Priority lists–post on web – some missing
   3. Set firm rule–no schedule changes after registration begins.

F. Summer 2014:  
   1. Offer letters were due out 3/21/14.

G. Status reports:  
   1. Fall 2014 – Seniority Lists – post on web – Offer letters were due out 4/25/14.
   2. Work Blocks / Load Summaries:  
      a. Bob must approve all over loads.
      b. How are we handling over/under loads? How does balancing via adjunct assignments effect seniority lists. – need written policy
      c. Can we put instructions/training documents on website?
   3. FPIP, NOI’s, job descriptions, postings, hiring groups, etc.
   4. Train Chairpersons and instructors: create handbook, workshops, video tutorials, consult with new Professional Development Coordinator Kimberly Manner.
   5. Poor email habits undermining productivity – Eric – video on effective use.
   6. The 5th of the month report writing.
   7. Enrollment: targets, analysis–day/eve., reg/hrly, FTES by delivery mode, cost/FTES for marketing/recruitment, Jumpstart, mailers/emailers, computer calls, adds, a way to look at global students, list of reports that should go out routinely.
   8. Non-credit FTES:  
      a. Increased funding – can we increase Spring FTES?
         Math tutoring? Multi Media? Athletics?
      b. Steps taken for winter, and preparation for spring
      c. Collection, Net Tracks, multimedia, CD lab…
      d. Title V compliance
      e. FTES comparison to last year and this year’s goal.

9. Enhanced non-credit, 7 FTES planned.
10. Curriculum (also see Reorganization below):
   a. Recover Kristina’s computer
   b. College’s Working Inventory
   c. SLO’s
   d. Tracking status of course outlines of record
   e. Tracking / development of certificates; new, complete current, convert unrecognized
   f. Certificate for SB1456
   g. Catalog production
   h. Clean up: Pre and co-requisites, advisories, in syllabi/schedule/catalog/CORs, updating DEC, contact Harold Gee to update Protocol.
   i. Foreign language labs
   j. AJ and CD certifications, IGETC, GE
11. Program Review and prioritized needs
12. Syllabus collection / review (connect to COR, document process for collection/review)
14. 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
15. Student Success, Global STUDIES, DOL grants transition

H. Outstanding items:

1. **Invite Michael Golterman to meeting? Invite Phyllis and Shalamon?**
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?