DEAN’S MEETING – Meeting AGENDA and Outstanding Items
Wednesday, June 4, 2014

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

B. **Flex calendar – due June 2** – Henry Feiner?

C. Program Learning Outcomes Revisions.

D. Notify Olga when any task or timeline warrants special attention or consultation:
   1. Summer 2014 – Math 227 and all PERSDDEV are unstaffed.
   2. Fall 2014 – 15 sections still unstaffed
   3. Priority lists on web – Spring and Summer 2014 – still some missing
   4. Communication with online instructors regarding elections.

E. How can college and community use Etudes?

F. Grant contribution and PIE – Helen.

G. **Class scheduling – Set firm rule–no schedule changes after registration begins.**

H. SIS conversion to PeopleSoft – waitlists will be set at either 10 or ½ of the current seat limit. Do we want to start using waitlists when we go live on the new system?

I. Status reports:
   1. **Non-credit FTES:** a. Increased funding – can we increase Spring FTES? POPP, Math tutoring? Multi Media? Athletics? b. Preparation for spring, summer, c. Collection, Net Tracks, multimedia, CD lab, SARS? d. Title V compliance, e. FTES comparison to last year and this year’s goal.
   2. **Enhanced non-credit** – a. increased funding proposed, updates/archives needed.
   3. Work Blocks/Load Summaries: b. Bob must approve all over loads, c. How are we handling over/under loads? How does balancing via adjunct asg’s effect seniority lists? – need written policy, d. Put instructions/training documents on website?
   4. **Synchronous Online – still waiting for ESC new section requests.**
   5. Chancellor’s Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
   7. Board follow up, scorecard feedback, student success strategic plan, basic skills.
   9. The 5th of the month report writing.
   10. Poor email habits undermining productivity – Eric – video on effective use.
   11. Curriculum (also see Reorganization below):

   a. **ACCJC Substantive Change**
      for POPP, UCLA, LAIAD (for programs that >=50% off campus) Todd, Eric
   b. Recover Kristina’s computer
   c. College’s Working Inventory
   d. Tracking status of course outlines of record
   e. SLO’s
   f. Certificate for SB1456
   g. Tracking / development of certificates; new, complete current, convert unrecognized
   h. Catalog production
   i. Clean up: Pre and co-requisites, advisories, in syllabi/schedule/catalog/CORs, updating DEC, contact District to update Protocol.
   j. Foreign language labs
   k. AJ and CD certifications, IGETC, GE
12. **Train Chairpersons** and instructors: create handbook, workshops, video tutorials, Olga’s manual for adjuncts. Periodic meeting to review AFT contract. Consult with new Professional Development Coordinator Kimberly Manner.

13. 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.

14. Program Review and prioritized needs

15. Syllabus collection/review (connect to COR, document process for collection/review)


17. Student Success, Global STUDIES, DOL grants transition

18. Reorganization:
   a. Establish process to implement a reorganization for 2015-2016.
   b. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
   c. Transition of PERSDEV and LRNSKIL to Student Services. Supervision pay. Learning Center transition? Non-credit Tutoring transition?
   d. Library Div. vs. Learning Center Div.
   e. Humanities & Fine Arts absorbing CEMA
   f. Split Academic Affairs under two VPs – add VP of Workforce Dev.?
   g. 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

J. Outstanding items:

1. **Invite Michael Golterman, Phyllis, Shalamon, Olga to meeting?**
2. LATTCC/LACCD - Prop 39 Clean Energy Workforce Program Grant, $300K.
3. 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
4. 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.
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 – remodeling
7. Telephone tree – Nick to use current plan – needs revision?
8. When will Kentico be up/running? When does Digital Curriculum storage end?