DEAN’S MEETING – Meeting AGENDA
Wednesday, August 14, 2013

A. Timelines/Tasks
B. Bob’s list, e.g. PR announcement, Master Planning, President’s Council…
C. Telephone tree – Nick to use current plan – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.
D. Kathy – Positive Attendance hours
E. Ara – GC room assignments
F. Division Chairperson assignments
G. Foreign language labs – has Michael responded?
H. Improving office organization/task coordination, meeting deadlines
I. Who will replace Judith Ann as our Emergency Response Area Supervisor (CE & SC buildings)?
J. Fall 2013:
   1. Instructor assignments
   2. Room assignments
   3. Add some 14 week sections?
K. When can we meet to review Work Block instructions and plan the training?
L. Room assignments in CE 207 must be moved before we can deactivate the room on Protocol (needed because we’re combining CE 205 and 207)
M. When will Kentico be up and running?
N. When does Digital Curriculum storage end?
O. Student Success:
   1. ATD
   2. Learning Communities
   3. Transitional Education (basic skills)
P. Reorganization:
   1. Library Div. vs. Learning Center Div.
   2. Humanities & Fine Arts absorbing CEMA
   3. 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