

**Robert Sprague**  
Vice President of  
Academic Affairs

### OFFICE OF INSTRUCTION

**Aracely Aguiar**  
Dean of Career and  
Technical Education  
**Aracely Aguiar, Acting**  
Applied Technology  
**Carmen Dones**  
Allied Health  
**Charles Stapleton**  
Behavioral & Social  
Sciences  
**Lartee Harris**  
Business  
**Anna Chiang**  
Computer Science and  
Applications

**Kathy Walton**  
Dean of Curriculum,  
Retention, & Educational  
Services  
**Sherron Rouzan-Thomas**  
Counseling  
**Jane Witucki**  
Dance, Health, & Physical  
Education  
**Judy Chow**  
Library & Learning Center

**Celena Alcalá, Acting**  
Dean of General  
Education & Transfer  
Studies  
**Charles Stapleton**  
Behavioral & Social  
Sciences  
**Michael Arata**  
Humanities & Fine Arts  
**Fran Leonard**  
Language Arts  
**Matthew Robertson**  
Mathematics  
**Abraha Bahta**  
Science

**Mary-Jo Apigo**  
Dean of Teaching &  
Learning

**Eric Ichon**  
Dean of Distance Learning  
& Instructional  
Technology

**Rebecca Tillberg**  
Dean of Research &  
Planning

**Mark Pracher**  
Sponsored Programs &  
Development

**Barry Sloan**  
Associate Dean  
Westside Extension  
Contract Education

## DEAN'S MEETING – Meeting AGENDA and Outstand Items Wednesday, September 25, 2013

- A. Timelines/Tasks and prioritization of most critical
- B. Positive Attendance hours
- C. Course/Curriculum issues (also see K. Reorganization below):
  - 1. Pre and co-requisites
  - 2. Foreign language labs
  - 3. Vacant position
- D. Winter 2014:
  - 4. Allocation – how many sections?
  - 5. Library hours
  - 6. Production timeline
- E. Census rosters – directions need clarification
- F. Fall 2013: Instructor assignments, Chair assignments
- G. Student Success: ATD, Learning Communities, Transitional Education (basic skills), E-Portfolio, SLO's, Syllabi...
- H. Single Audit Meeting 9/10/13 (DSPS, EOPS, CARE)
- I. ESC approval path for Learning Skills – Phyllis is considering
- J. Improving office organization/task coordination, meeting deadlines
- K. New Hires - evaluation committees, mentors, process
- L. Reorganization:
  - 1. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
  - 2. Library Div. vs. Learning Center Div.
  - 3. Humanities & Fine Arts absorbing CEMA
  - 4. 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
    - d. Who updates pre and co-requisites on the systems?
- M. Miscellaneous:
  - 1. Who is our Emergency Response Area Supervisor (CE & SC buildings)?
  - 2. Telephone tree – Nick to use current plan – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.
  - 3. When can we meet to review Work Block instructions and plan the training?
  - 4. When will Kentico be up/running? When does Digital Curriculum storage end?