DEAN'S MEETING – Meeting AGENDA
Wednesday, September 4, 2013

A. Positive Attendance hours

B. New Hires - evaluation committees, mentors, process

C. Timelines/Tasks

D. Improving office organization/task coordination, meeting deadlines

E. Bob’s list, e.g. PR announcement, Master Planning, President’s Council…

F. Telephone tree – Nick to use current plan – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.

G. GC room assignments

H. Division Chairperson assignments

I. Foreign language labs – has Michael responded?

J. Who will replace Judith Ann as our Emergency Response Area Supervisor (CE & SC buildings)?

K. Fall 2013:
   1. Instructor assignments
   2. Room assignments
   3. Add some 14 week sections?

L. When can we meet to review Work Block instructions and plan the training?

M. When will Kentico be up/running? When does Digital Curriculum storage end?

N. Student Success:
   1. ATD
   2. Learning Communities
   3. Transitional Education (basic skills)

O. Reorganization:
   1. Need updated org. chart
   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?