West Los Angeles College

Divisional Council

Robert Sprague
Vice President of Academic Affairs

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Dean of Career and Technical Education

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Science

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Rebecca Tillberg
Dean of Research & Planning

Mark Pracher
Sponsored Programs & Development

Mary-Jo Apigo
Dean of Teaching & Learning

Barry Sloan
Associate Dean
Westside Extension Contract Education

Agenda
Tuesday, August 5, 2014
Winlock Lounge
12:30 pm-Lunch
1:00 pm – Meeting

Topics from the Table

1. Preparing for Fall 2014 – Week before and after school starts
   a. Room Conflicts -Process for notifying Chairs of Room Conflicts
   b. Faculty conflicts

2. Enrollment Management – Fall 2014
   a. Class average
   b. Add slips
   c. Process

3. Pre-Requisites Process – Michael Goltermann
   a. Process
   b. Adding students
   c. Cohorts
   d. Contact person

5. Spring 2015 Offer Letters
   a. Generate offer letters in September 2014
   b. Chairs set appointments with Academic Affairs support staff
   c. Process for sending offer letters – 10th week of Fall 2014 semester

6. Work Load Blocks for Chairs and Full-time Faculty– Fall 2014

7 College Catalog
   a. Faculty
   b. Courses and degrees
   c. Descriptions

8. Important dates and documents
   a. Syllabi (Spring 2014, Summer 2014)
   b. Exclusion rosters
   c. Grading rosters

9. SLO
   a. Courses
   b. Calendar
   c. Next steps

10. Fall Division Meetings
    a. Agenda items
    b. Focus on College initiatives
    c. Enrollment
    d. Student Outcomes

11. Accreditation - timeline