



Dean's Meeting, November 6, 2014 at 10:00 AM – 12:00 PM

Deans	Present	GUESTS
Avie Bridges	--	Carl Jaeger Jim Kennedy Mark Liang
Micki Bryant	✓	
Cher Carrera	✓	
Ron Coopman	✓	
John Finch	✓	
Madeline Grant	✓	
Bart Hoffman	✓	
Shelly Jaffray	✓	
Eve Kikawa	✓	
Don Mahany	✓	
Becky Miller	✓	
Omar Torres	✓	

Agenda Items	Notes
1. Welcome and Introductory Comments <ul style="list-style-type: none"> a. CIO background and goals b. Academic Affairs Advisory Council c. Curriculum inventory updates d. Catalog production timeline and changes e. Academic Affairs website updates, division/department websites, and published two-year plans for degrees/certificates/programs f. Accreditation update 	<p>1a. Mr. Torres reviewed his background for the Deans and discussed his vision for Academic Affairs. In the future, the minutes from the Dean's meetings and the Academic Affairs Advisory Council will be posted on the Academic Affairs website. The Spring 2015 schedule will need some further analysis in order to optimize course offerings. For example, three unit classes with 48 to 54 hours will be reviewed.</p> <p>1b. Mr. Torres has established an Academic Affairs Advisory Council that will consist of the department chairs, Senate Executive leaders, the deans, and Academic Affairs staff. This is to be a participatory collaboration to discuss various topics dealing with enrollment management (e.g., scheduling, room usage, TBA, converting positive attendance to daily census) as well as other important topics such as Accreditation, Integrated Planning, Institutional Effectiveness, etc. The first meeting of the group is scheduled on Friday, November 21, 2014, from 8:30 to 12 noon, and a continental breakfast as well as lunch will be provided</p>

	<p>for participants. The location will be announced at a later date. The construction of the summer schedule will be pushed back by a week. More to come on this item.</p> <p>1c. There is a curriculum backlog at the state level. Colleges across the state are having issues with the Instructional Service Agreements (ISA) for Criminal Justice and Fire. The college is working on this. There will need to be a dialog with the Chancellor's office.</p> <p>1d. The college cannot have classes listed in the catalog and schedule if there has not been appropriate approval received from the Chancellor's office (state). Without the state Chancellor's office approval, items will not be moved forward. An addendum can be published once feedback has been received from the state. This is a serious issue that must be complied with so the students are being served appropriately (i.e., catalog rights).</p> <p>1e. The Academic Affairs, division, and department websites need to be updated, so they are more student-friendly with centralized information. The websites should contain specific information about the two-year pathways indicating what classes should be taken when, as well as information about degrees and certificates. Mr. Torres directed the deans to have the pathways completed on the website within six months or less for all programs/degrees/certificates. The pathways should be located in a central location. It was suggested that the central location would be the Academic Affairs website (that can be hyperlinked to other division and department websites); this way, any updates will be reflected on all sites.</p> <p>1f. An accreditation response to the external evaluation team draft report was submitted to the President by Academic Affairs.</p>
<p>2. Faculty Prioritization – Each dean/guest with a requested position should be prepared to give the group a brief overall overview; department/program data will be provided during the meeting.</p>	<p>2. There was a discussion by the deans, Vice President of Academic Affairs, and the Vice President of Continuing Education on faculty prioritization. Conversational dialogue will be forwarded to the President for her consideration.</p>
<p>3. Dean's Reports</p> <ul style="list-style-type: none"> a. Area updates and upcoming events b. Enrollment Management update: Winter 2015 intersession 	<p>3a. At future meetings, the deans should prepare to give a brief (i.e., 1 – 2 minute) update of upcoming events and happenings in their areas. Deans are also</p>

	<p>encouraged to work with Marta to schedule events for Mr. Torres to attend on his calendar with ample notification.</p> <p>3b. A report was run yesterday showing current enrollment numbers at SAC. In the upcoming days, Carl Jaeger will be running the enrollment reports on a regular basis. Starting yesterday, continuing SAC students at SAC have two days of privilege access to enroll in classes. The deans were instructed to start monitoring their classes to view regular updates on enrollment. After one day of registration, the fill rate for winter classes was approximately 30% for winter 2015.</p>
<p>4. Discussion Topics</p> <ul style="list-style-type: none"> a. Baccalaureate Degree Pilot Program Certification of Interest (see enclosed handouts) b. Student Evaluations processing c. Other 	<p>4a. Senate Bill 850 was recently signed, authorizing up to 15 California community college districts to offer a single Baccalaureate degree on a pilot basis. The district will need to submit a certification of interest letter by November 12, 2015 if interested in participating. At a recent District Council meeting, it was noted that a discussion would take place at the next Academic Senate meeting. Also, there would be consultation with SCC. Mr. Torres asked the deans to give him their thoughts on appropriate areas that could be considered for a pilot degree. OTA, Paralegal, and Fire Technology were some areas mentioned for consideration. Encourage your faculty members to attend the next Academic Senate meeting to speak on this issue.</p> <p>4b. Mr. Torres tabled this issue until the meeting next week. He asked Bart Hoffman to be prepared to lead a discussion at the next meeting.</p>