



# ACADEMIC AFFAIRS

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## Special Session

### Academic Deans & Senate Executive Faculty Members

Friday, July 13, 2012, 9:00 – 10:30 a.m., T143

### AGENDA

**Administrators;** Teresa Dreyfuss (Interim Supt./President), Kenn Pierson (Communications & Languages & Interim VP Academic Affairs), Don Mason (Arts & Cultural Programs), Rebecca Green (Behavioral & Social Sciences), Nash Flores (Public Safety), Karen Koos (Math Sciences), Mike Slavich (Career & Technical Ed./Business), Robert Holcomb (Student Success & Retention), Walter Jones (Counseling & Student Development)

**Academic Senate Exec;** Adam Wetsman (President), John Frala (1<sup>st</sup> VP), Jim Matthis (2<sup>nd</sup> VP), Mike Javanmard (Secretary), Vann Priest (Parliamentarian), Beverly Reilly (ASCCC Rep.), Colin Young (RHCFA President), Gail Biesemeyer (sitting in for Dean Austin), Sheila Lynch (representing Arts & Cultural Programs),

**Absent;** Connie Austin (Dean, Health Sciences), Kats Gustafson (Library & Instructional Support), Mark Matsui (DSPS), Marie Eckstrom (Past President, AS)

#### 1. Setting Criteria for Proposed Section Cuts, 2012-2013

### *Upcoming Events/Deadlines/Reminders*

- Welcome reception for Teresa Dreyfuss and Kenn Pierson – July 25, 11:30 – 1:00 p.m., Board Room



## ACADEMIC AFFAIRS

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### Joint Deans Council Thursday, August 2, 2012, 10:00 a.m., Board Room AGENDA

1. Thank you for the Open House - Kenn
2. Priority Registration - Henry
3. Saturday Office Hours - Henry
4. Student Help Center - Henry
5. Evening College Training - Kenn
6. Scheduling Division/Program Presentations to the Board- Kenn
7. FLEX Schedule - Kenn
8. Budget/Section Cuts – Report from Deans on having the conversations with faculty at the August 9<sup>th</sup> Dean's meeting.

#### ***Upcoming Events/Deadlines/Reminders***

- **Regular Board Meeting** – August 8, 2012, 6:00 pm
- **Study Session** – August 13, 2012
- **FLEX Day** - Friday, August 17, 2012
- **Dean's Retreat Special Session with Senate Exec** – Friday Sept. 14, 2012 , T-143



# ACADEMIC AFFAIRS

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## Deans Council Thursday, August 9, 2012, 10:00 a.m., Board Room AGENDA

### Part One

1. 2011-12 PT/Overload Instructional Budget Reconciliation - Update
2. Key Distribution/Collection Protocol – Review
3. “Timely” Timecard Submissions – Reminder
4. Other Announcements

### Part Two

5. Addressing Budget/Section Cuts within Divisions – Deans will report on strategies for discussing budget/section cuts with faculty members in their divisions on FLEX Day (and beyond)
6. Achieving Reductions in PT/Overload Instructional Budgets Across Divisions – Deans will consider campus budget reduction targets (500 sections, 12% budget reductions) and set priorities & strategies for budget/section reduction that will be reflected in each division’s course offerings for 2012-13

### *Upcoming Events/Deadlines/Reminders*

- **Board Study Session** – August 13, 2012, 6:30 p.m.
- **FLEX Day** - Friday, August 17, 2012
- **Dean’s Retreat Special Session with Senate Exec** – Friday Sept. 14, 2012, T-143



## ACADEMIC AFFAIRS

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### Deans Council Thursday, August 16, 2012, 10:00 a.m., LR129 AGENDA

#### Part One

1. 2012-13 Budget Update Dean's Agreement
2. Evening College Supervision – Reminder
3. IT update & info – Gary Van Voorhis
4. E-Messenger items due to Reneé Fridays @ 12 noon – Reminder
5. Other Announcements

#### Part Two

6. SLO Update & Role of Deans on FLEX Day – Matt Koutroulis

#### ***Upcoming Events/Deadlines/Reminders***

- **FLEX Day** - Friday, August 17, 2012
- **Board of Trustees Meeting**, September 12, 2012, 6:00 p.m.
- **Dean's Retreat Special Session with Senate Exec** – Friday Sept. 14, 2012, T-143
- **September 20, 2012, 10:00 a.m.** Grand Opening - Pedestrian Drop Off between Lots B & C
- **September 25, 2012, 10:00 a.m.**, South Whittier Education Center (SWEC) Annex Grand Opening - 14307 E. Telegraph Road, Whittier

# 12 Guidelines for Section Cuts/Cancellations for Spring 2013\*

(Agreed Upon by Deans on August 9/16, 2012,  
in Keeping with Criteria Provided by the Student Success Task Force)

*\*Some items applicable for Fall 2012 implementation*

1. Deans will cancel any Fall 2012 sections:
  - whose enrollment is **under 35%** by the end of FLEX Day (Aug. 17)
  - whose enrollment is **under 70%** by the end of the second class session (if it's a two-day per week class) or by the end of the first class session (if it's a one-day per week class)
2. Deans will place higher priority on preserving classes that lead to:
  - degrees
  - certificates
  - licenses

Consequently, divisions with few degrees/certificates/licenses, such as PE, will take a disproportionately larger cut than other divisions.

3. Deans will place lower priority on preserving classes that have no course-to-course articulation with CSUs or UCs.
4. Deans will cut multiple sections of a single course before cutting multiple courses.
5. All discussions between faculty/deans on FLEX Day should stay focused on courses and programs within the division—not in someone else's division.\*
6. Decisions on program cuts will not be made by deans across divisions; any recommendations for program cuts will be decided internally within a division and presented with significant supporting evidence to Kenn and Teresa.
7. Sections should continue to be offered throughout the day—morning, afternoon, evening—to offer students choices.
8. The contractual 140% FT overload restriction will be strictly adhered to, with Kenn and Teresa making any final decisions for faculty members assigned beyond that limit.
9. Deans have recommitted to exerting the “right of assignment” on all FT overload assignments in order to achieve more equitable distribution of overload—even when faculty have already signed up for their preferred overload.
10. Deans may consider using completion rates for courses and programs as a basis for making section cuts.
11. Keeping courses scheduled in Fall and Spring semesters will receive high priority. Deans will continue to offer no sections during Intersession and fewer sections during Summer sessions, even though these terms are negotiated and “on the books.” (Exception: Sections required for any program cohorts that routinely fall outside of regular Fall/Spring terms are OK.)
12. Additional guidelines may be developed and agreed upon in the future to address the need for additional section cuts.



# ACADEMIC AFFAIRS

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## Deans Council Thursday, August 23, 2012, 10:00 a.m., Board Room AGENDA

### Part One

1. Opening Remarks – Kenn
2. Welcome to Dr. Robert Holcomb, Acting Dean of Communications & Languages
3. 2012-13 Budget Update: Report on FLEX Day Conversations with Faculty – All Deans
4. Fall 2012 Cancellations Due to Low Enrollment
5. Protocol for Providing Spring/Summer Section Cuts
6. SLOs: Report from FLEX Day Faculty Work / Accreditation SLO Response
7. Evening College Supervision – Issues for those who have already completed
8. Other First Week of School Issues - All
9. Announcements and Concerns - All

### *Upcoming Events/Deadlines/Reminders*

- **Board of Trustees Meeting**, September 12, 2012, 6:00 p.m.
- **Dean's Retreat Special Session with Senate Exec** – Friday Sept. 14, 2012, T-143
- **September 20, 2012, 10:00 a.m.** Grand Opening - Pedestrian Drop Off between Lots B & C
- **September 25, 2012, 10:00 a.m.**, South Whittier Education Center (SWEC) Annex Grand Opening - 14307 E. Telegraph Road, Whittier



## ACADEMIC AFFAIRS

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### Deans Council

Thursday, August 30, 2012, 10:00 a.m., Board Room

### AGENDA

1. Opening Remarks – Kenn
2. 2012-13 Budget Update - All
  - Response from Board to “12 Guidelines for Section Cuts”
  - How “12 Guidelines” has been applied
  - 70% cancellations
  - Call to track SWEC and ECA instructional costs
  - Sending section cuts info to Renee
3. Accreditation
  - A. SLO/Resource Links for Follow-up Report - Send to Karen TODAY:
    - SLO assessment reports showing needs
    - Evidence we acted on needs by obtaining resources or making changes
  - B. Planning for 2014 Visit
    - General committee co-chairs
    - Standards committee co-chairs/tri-chairs
    - Oct. 4 training session in San Bernardino
4. Grants – How to motivate faculty and ourselves to pursue grants – All
5. Course Textbooks in Library – Reminder
6. Interest in CCC CIO conferences, et. al. – All
7. Other
8. Announcements and Concerns - All

### ***Upcoming Events/Deadlines/Reminders***

- **Board of Trustees Meeting**, September 12, 2012, 6:00 p.m.
- **No Dean’s Meeting** – Thursday Sept., 13, 2012
- **Dean’s Retreat Special Session with Senate Exec** – Friday Sept. 14, 2012, T-143
- **September 20, 2012, 10:00 a.m.** Grand Opening - Pedestrian Drop Off between Lots B & C – Dean’s meeting will be delayed until 10:45 a.m.
- **September 25, 2012, 10:00 a.m.**, South Whittier Education Center (SWEC) Annex Grand Opening - 14307 E. Telegraph Road, Whittier



## ACADEMIC AFFAIRS

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### Joint Deans Council Thursday, September 6, 2012, 10:00 a.m., Board Room AGENDA

1. Facilities Update – John Ramirez
2. SB1440 AA-T/AS-T Degrees Update – Henry Gee
3. Beginning of Academic Year – Update
  - Academic Divisions
  - Student Services Offices
  - Evening College
4. Budget –Update
  - Fall Class Cancellations
  - Retreat Planning – Deans & Academic Senate Exec.-Sept. 14th
5. Late Start Class Availability
6. Student Focus Groups regarding Budget Cuts – Planning Underway
7. Student Health Office – Responding to Calls – Dr. Foster & All
8. EMEC Taskforce – Russell & Kenn
9. Announcements and Concerns - All

#### ***Upcoming Events/Deadlines/Reminders***

- **Monday, September 10, 2012 3-4:00 p.m., Small Board Room** Dean's Budget Expenditure Follow up Meeting with Teresa
- **Wednesday, September 12, 2012, 6:00 p.m., Board of Trustees Meeting**
- **Thursday, September 13, 2012** - No Dean's Meeting
- **Friday Sept. 14, 2012, T-143**, Dean's Retreat Special Session with Senate Exec
- **Thursday, September 20, 2012, 10:00 a.m.** Grand Opening - Pedestrian Drop Off between Lots B & C – *Dean's meeting will be delayed until 10:45 a.m.*
- **Tuesday, September 25, 2012, 10:00 a.m.,** South Whittier Education Center (SWEC) Annex Grand Opening - 14307 E. Telegraph Road, Whittier





## ACADEMIC AFFAIRS

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### Special Session

Academic Deans & Senate Executive Members

Friday, September 14, 2012, 9:00 – 10:30 a.m., T143

### AGENDA

1. Opening Remarks
2. Update on Budget & Proposed Section Cuts, 2012-2013
3. Analysis & Impact on College Programs

### *Upcoming Events/Deadlines/Reminders*

- **Thursday, September 20, 2012, 10:00 a.m.** Grand Opening - Pedestrian Drop Off between Lots B & C
- **Tuesday, September 25, 2012, 11:30 a.m.**, South Whittier Education Center (SWEC) Annex Grand Opening - 14307 E. Telegraph Road, Whittier



## ACADEMIC AFFAIRS

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### Joint Deans Council - REVISED Thursday, October 4, 2012, 10:00 a.m., Board Room AGENDA

1. Facilities Update – John S. Ramirez
2. SB1440 AA-T/AS-T Degrees at RHC – Song Le Graham
3. Pass/No Pass
  - For courses that may not be taken as pass/no pass, Song provided this list of the “Golden Four”:  
  
Oral Communication: Speech 100, 101, 103, 140  
Written Communication: English 101  
Critical Thinking: English 201, 201H, Philosophy 110, 112, Reading 101, and Speech 140  
Math: Math 120, 130, 130H, 140, 150, 160, 165, 170, 175, 180, 190, 191, 250, 260, 270
4. SWEC & EMEC Scheduling
5. Update on Section Cuts: Final List
6. Announcements and Concerns - All

#### ***Upcoming Events/Deadlines/Reminders***

- Reception and Meet & Greet Yoshio Nakamura, reception on Thursday, October 4, 7-8:30 pm.
- Health Science & Nursing Open House, October 17, 2012, 5-7 p.m. S208
- Board of Trustees Meeting, Thursday, October 18, 2012, 6:00 p.m.
- Program Plans Due, October 19, 2012
- Program Reviews Due, October 19, 2012
- Rio Fest, Saturday, October 20, 2012, 3-9:00 p.m., cost is \$5.00 per person
- Dean’s Retreat & Special Session with Academic Senate – November 9<sup>th</sup>, 9-10:30 a.m. and Academic Deans will continue meeting until 12:30 p.m. – T143
- Unit Plans Due, November 21, 2012



## ACADEMIC AFFAIRS

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### Special Session

**Academic Deans & Senate Executive Faculty Members**

**Friday, November 9, 2012, 9:00 – 10:30 a.m., T143**

### AGENDA

#### "Impacts"

1. Welcome / Retreat Focus – Kenn (5 mins.)
2. Impact of Prop 30 passage on future scheduling – President Dreyfuss (10 mins.)
3. Impact of instructional budget cuts at other schools – Dean Slavich, re: LBCC (10 mins.)
4. Impact of 2012-13 section cuts on student completion/transfer at Rio Hondo College – All deans and faculty members (60mins.)

#### Documents for Reference

1. Final version of list of section cuts for 2012-13 (Vers. 7.0)
2. College Mission/Values/and Institutional Goals
3. List of AA and AS degree and certificate completion numbers for three years, compiled by Jim Sass, Sept. 2012
4. Pages from the catalog listing courses for GE, CSU, and IGETC



## ACADEMIC AFFAIRS

### Academic Deans Council Thursday, January 24, 2013, 10:00 a.m., Board Room AGENDA

1. Opening Remarks – Kenn
2. Review/Discuss Unduplicated Head Count Enrollment
3. Review of Fall 2012 Guideline on Course Cancellation Due to Low Enrollment
  - Deans will cancel any Fall 2012 sections:\*
  - whose enrollment is **under 35%** by the end of FLEX Day (Aug. 17)
  - whose enrollment is **under 70%** by the end of the second class session (if it's a two-day per week class) or by the end of the first class session (if it's a one-day per week class)
4. Maximum Load for Summer 2013 – Kenn
5. "Peaks & Pits" of Fall 2012 semester – Lessons for Spring 2013 – All
6. Final Review of BEC & BEL List for Spring 2013 – All
7. Announcements and Concerns – All
  - Help Center for Drop for Non-Payment
  - Article Top 25 Programs
  - Listserv Discussion
  - Revised Launch Pad
  - Degree/Certificate Brochures

#### ***Upcoming Events/Deadlines/Reminders***

- Friday, January 25, 2013 – Spring FLEX DAY
- Friday, April 19, 2013 – 50<sup>th</sup> Anniversary Celebration – Industry Hills EXPO Center
- Resource Allocation Meetings – TBD



## ACADEMIC AFFAIRS

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### Academic Deans Council Thursday, January 31, 2013, 10:00 a.m., Board Room AGENDA

1. Opening Remarks – Kenn
2. Drop for Non-Payment Feedback - All
3. Request for Verification of Employment (Updated Form) - Kenn
4. SLO Coordinator Visits to Division Meetings - Kenn
5. Classes Cancelled Due to Low Enrollment Spring 2013 - All
6. Timing of Low Enrolled Class Cancellation - Kenn
7. Strength Quest Staff Dev. Proposal-Kenn
8. Area Plan/Resource Requests Update - Kenn
9. Summer Class Schedule in Banner - Kenn
10. Balancing Fall & Spring Semesters - Kenn
11. New Legislation Update - Kenn
12. Announcements and Concerns – All

#### ***Upcoming Events/Deadlines/Reminders***

- Wednesday, Feb. 27, 12:00-4:00pm – SS305, Resource Allocation Meetings
- Thursday, Feb. 28, 2:30-4:30pm – SS305, Resource Allocation Meetings
- Wednesday, Mar. 6, 12:00-4:00pm – SS305, Resource Allocation Meetings
- Thursday, Mar. 7, 12:00-4:00pm – SS305, Resource Allocation Meetings
- Thursday, March 14<sup>th</sup>, time & location TBD
- Thursday, March 21<sup>st</sup>, Dagu Cultural Production @ Cerritos College, 7:00 p.m.
- Friday, April 5, 2013, Leadership Retreat @ Swiss Park
- Friday, April 19, 2013, 6:00 p.m. – 50<sup>th</sup> Anniversary Celebration @ Industry Hills EXPO Center



## ACADEMIC AFFAIRS

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### Academic Deans Council Thursday, February 28, 2013, 10:00 a.m., Board Room AGENDA

1. Opening Remarks – Kenn
2. Dean Duo Team Reports
3. Fall 2013 Schedule
4. Part Time Pools
5. Deans contact on Cell Phones
6. Outstanding Student Awards
7. StrengthQuest Update
8. Announcements and Concerns – All

#### ***Upcoming Events/Deadlines/Reminders***

- Thursday, Feb. 28, 2:30-4:30pm – SS305, Faculty Staffing Committee (Presentations)
- Wednesday, March 6, 2:00-4:00pm – SS305, Classified Staffing Committee -Scoring
- Thursday, March 7, 2:30-4:30pm – SS305, Faculty Staffing Committee-Scoring
- Thursday, March 14<sup>th</sup>, Time Capsule Event, Mid Quad,
- Friday, March 15, 8:30 a.m.-3:00 p.m. – Student Lounge SU 201 – Safe Zone Training
- Thursday, March 21<sup>st</sup>, Dagu Cultural Production @ Cerritos College, 7:00 p.m.,
- Friday, April 5, 2013, Leadership Retreat @ Swiss Park
- Friday, April 19, 2013, 6:00 p.m. – 50<sup>th</sup> Anniversary Celebration @ Industry Hills EXPO Center
- Friday, May 10, Student Success Awards hosted by Student Services, Time TBD



## ACADEMIC AFFAIRS

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### Academic Deans Council Wednesday, May 22, 2013, 9:00 a.m., T-143 AGENDA

1. Opening Remarks – Kenn
2. Dean Duo Team Reports
  - Nash & Don
  - Kats & Mike
  - Rebecca & Karen
  - Robert & Barbara
3. Budget - All
4. Announcements and Concerns - All

- Tonight, May 22, 2013 - Nursing Pinning Ceremonies (ADN, LVN, CNA's), Soccer Field
- Thursday, May 23, 2013 – Commencement Breakfast, 9:00 a.m. , Rio Café
- Thursday, May 23, 2013 – Commencement, 6:00 p.m. Soccer Field
- **May 31, 2013, Academic Affairs Staff Development Day**
- Thursday, June 13, 2013, Joint Deans Meeting



## ACADEMIC AFFAIRS

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**Academic Deans Council**  
**Thursday, May 30, 2013, 1:30 p.m., Board Room**  
**AGENDA**

1. Opening Remarks – Kenn
  2. Online/Hybrid Offerings (Percentage of all Offerings by Division) - All
  3. Retreat Follow-Up - Kenn
  4. PT/Overload Budget (1320) Strategies for Successful Monitoring – Mike/Rebecca
  5. Dean Duo Team Reports
    - Nash & Don – FTES Generation
    - Kats & Mike – Curriculum Issues
    - Rebecca & Karen – ESS/Trends
    - Robert & Barbara – Off Site Offerings
    - Connie & Steve – Leadership
  6. Announcements and Concerns - All
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- **May 31, 2013, Academic Affairs Staff Development Day**
  - Thursday, June 6, 2013 – NO Deans Meeting
  - Thursday, June 13, 2013, Joint Deans Meeting





## ACADEMIC AFFAIRS

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### Academic Deans Council Thursday, June 20, 2013, 10:00 a.m., Board Room AGENDA

1. Opening Remarks – Kenn
2. Summer Class Enrollment – Please bring a list of any classes which currently have less than 70% enrollment for 6-week and 8-week sessions in your division(s)
3. Class Size Limits – Kenn
4. Summer Grade Due - Kenn
5. Completion of District Forms
  - Incomplete Transmittals
  - More Meaningful Conference Reports
6. Evening Courses Offerings – Fall 2012 & Fall 2013
7. Board Presentations 2013-2014
8. Grants Awarded/Grants Office
9. Dean Duo Team Reports
  - Nash & Don – FTES Generation
  - Kats & Mike – Curriculum Issues
  - Rebecca & Karen – ESS/Trends
  - Robert & Barbara – Off Site Offerings
  - Connie & Steve – Leadership
10. Announcements and Concerns – All
  - **5:00 p.m. Closures Affecting these weeks**  
July 29 - August 2  
August 5 – August 9
  - **Catalog Timeline**  
June 24: proof by IO (and Fran, Scott, Song, and Rose if available)  
June 24: end of day, catalog to Sylvia  
June 25-28: Formatting and picture inserts (Irene on vacation June 27 and 28)  
June 28: formatted hardcopy back from Sylvia  
July 1 and 2: proof formatting and typo edits (Sylvia on vacation July 1-5; Irene on vacation July 3-5)  
July 8: finalization of copy-copy to printer