

Deans Meeting Agenda 2024-25

Every Monday 1 pm to 3 pm

July

Tuesday, 7/16, 9am to 11am (5 instructional deans + Karen)

1. Spring 2025 course schedule check in
2. Data Report Calendar
3. EMP Progress
4. Office of Instruction One-Year Calendar
5. SEM Prioritization
6. VPIs & Karrie: Waitlist #
7. VPIs & Karrie: Fraudulent Student Course Follow-up
8. Faculty Evaluation (reminder)

Tuesday, 7/23 9am to 11am (5 instructional deans + Karen)

1. FTE Tracking Report & Expanded Point-in-Time Report (EMP 1.3, 1.6, & 4.12; SEM
2. Productivity & Efficiency Report (EMP 1.3, 1.6, & 4.12; SEM 2.1.1., 2.1.3., 2.1.4.,
3. Degree Completion Report (Terra's Report) (EMP 1.3, 1.6, & 4.12; SEM 2.1.1.,
4. One-Year Calendar--Month of July (reminder)
5. Faculty Preference Form
6. Faculty Evaluation meeting--Dean/Division Assistant with Alessandra
7. "Can't Find a Class?" survey in Banner 9

August

1st Monday, 8/5 : A-Deans

1. SLOs (10 min overview for fall 2024)
2. Super Saturday Registration
3. Counseling Update
4. FTE Tracking Report & Expanded Point-in-Time Report (EMP 1.3, 1.6, & 4.12; SEM
5. Productivity & Efficiency Report (EMP 1.3, 1.6, & 4.12; SEM 2.1.1., 2.1.3., 2.1.4.,
6. Degree Completion Report (Terra's Report) (EMP 1.3, 1.6, & 4.12; SEM 2.1.1.,
7. One-Year Calendar--Month of August (reminder)

2nd Monday, 8/12 Flex. No Meeting

3rd Monday, 8/19: Instructional Managers

1. Update from Academic Senate President and Classified Senate President
2. Middle College Report (*EMP 3.5. & 3.7.; SEM 1.2.7*)
3. Dual Enrollment Report (*EMP 3.4; SEM 1.2.1. & 1.2.3*)
4. Promise/Part-Time Promise Report (*EMP 1.13 & SEM 5.1.2*)
5. EMP Annual Plan
6. Back to Back class
7. Deans meeting with adjunct faculty

4th Monday, 8/26: Instructional Operation (Special meeting to check in)

9-154

Dean's Learning Community--Reassigned Time (1pm to 2pm)

1. Check in with deans and division assistants
2. Faculty Evaluation Training

September

1st Monday, 9/2 Labor Day Holiday. No Meeting

2nd Monday, 9/9: Dean's Learning Community & Operational Meeting

9-154; 1pm to 3pm

PD Application, Absence Affidavit Form, & Flex Reporting Form

[Material Fee process](#)

[Material Fee process](#)

[FTEF and Section Analysis for planning Spring 2025](#)

3rd Monday, 9/16: Instructional Managers

Update from Academic Senate President and Classified Senate President
AB1705 Report (AB1705 grant)
Interest Area Report (EMP 1.11. & 1.15; SEM 3.1.1. & 3.1.2)
High Impact Low Success Courses
Bundle

Reminder: Grievances and Compliance Training next week

4th Monday, 9/23: Special Training Dean's Learning Community

Grievances and Compliance Training (1pm to 2pm)

AFT Grievances

5th Monday, 9/30: A-Deans Meeting (Canceled)

October

1st Monday, 10/7: A-Deans

1. Institutional set standard
2. High Impact Low Success Courses
3. AB1705 Report (AB1705 grant)
4. Interest Area Report (EMP 1.11. & 1.15; SEM 3.1.1. & 3.1.2)
5. Bundle

2nd Monday, 10/14: Instructional Operation--James

Summer 2025 FTEF and scheduling

how to incorporate counselors suggestions fold it into our summer and fall 2025 course schedule.

Compliance Training Part 2 2-3pm

3rd Monday, 10/21: Instructional Managers--Ameer

1. Update from Academic Senate President and Classified Senate President
2. Evening Enrollment/Program Report (EMP 4.3 & SEM 5.1.1)
3. CWA Program and/or NOW Report (EMP 1.2 & SEM 2.1.5)

November

1st Monday, 11/4: A-Deans

1. Institution Set Standards - discussion of goals

2. Evening Enrollment/Program Report (EMP 4.3 & SEM 5.1.1)
3. CWA Program and/or NOW Report (EMP 1.2 & SEM 2.1.5)
4. Incorporating Counselor Feedback Conversation
5. Bundle Scheduling Project
6. CARE Report

2nd Monday, 11/11: Instructional Operation

Holiday. No Meeting

3rd Monday, 11/18: Instructional Managers

1. Update from Academic Senate President and Classified Senate President
2. Incorporating Counselor Feedback Conversation
3. Bundle Scheduling Project
4. CARE Report
5. Strategic Enrollment Management Plan progress next step

December

1st Monday, 12/2: A-Deans

1. John
2. Gainful Employment and CIP
2. Dual Enrollment Update--SU25, FA25, SP26 (EMP 3.4; SEM 1.2.1. & 1.2.3)
3. Incorporating Counselor Feedback Conversation
4. Bundle Scheduling Project
5. CARE Report

2nd Monday, 12/9: Instructional Operation

1. Positions
2. Reassigned Time positions
3. QOTL-E, Faculty Preference Form, RSU Rubric, Questions
4. Class Cancellation
5. SEAP Update

3rd Monday, 12/16: Instructional Managers (Final Exam)

Cancelled

January

1st Monday, 1/6: A-Deans (1pm to 3pm)

[01.06.2025 A-Deans CourseScheduleDevelopment FTEAllocation DualEnroll](#)

Happy New Year--Welcome Back

1. Dual Enrollment
2. Tenured Faculty and Adjunct Faculty Evaluation Timeline SP2025
3. VPI reviewed and signed FA2024 Tenure Track & Adjunct Faculty Evaluation
4. Course Scheduling Planning and Objectives
5. FTEF Proposed Allocation for 2025-26 (Sum, FA, SP)
6. Class Cancellation Timeline and Procedure AP 6.04.1 (pilot)
7. Review Spring 2025 Enrollment 1-5-2025: course cancelation and/or support for increasing enrollment via marketing or counseling
8. Strategic Enrollment Management Progress Report
9. Others

2nd Monday, 1/13: Instructional Operation (1st day of school)

1. Review Spring 2025 Enrollment 1-5-2025: course cancelation and/or support for increasing enrollment via marketing or counseling. Reflect on the process
2. Strategic Enrollment Management Progress Report
3. Adjunct Hiring: Step placement
4. Budget Update: Summer
5. Program Completability Dashboard
6. ZTC funding and leadership

3rd Monday, 1/20 Holiday

4th Monday, 1/27: Instructional Managers (Special Meeting to check in)

[01.27.2025 IPC Agenda SUM2025 FTEF SEM Progress Counselors Feedback on Course Sche](#)

1. Update from Academic Senate President and Classified Senate President
2. IPC agenda review
3. Review Summer 2025 Schedule FTEF
4. Review Spring 2025 Enrollment
5. Strategic Enrollment Management Progress Report
6. Max--Feedback from Counselors on course schedule for Summer 2025
7. LFM team

February

1st Monday, 2/3: A-Deans

Welcome Lizette Bricker

Mini-Mester Evaluation (EMP 1.3 and SEM 2.1.2)

New elements in the Program Completeability Dashabord

PIV Update--Funeral Program

Instructional Continuity Plan During Emergency

[Foothill DeAnza, SMCCD and SUHSD--Dual Enrollment](#)

DE Email was sent out- new ID support

2nd Monday, 2/10: Instructional Operation

3rd Monday, 2/17 President's Holiday

4th Monday, 2/24: Instructional Manager (special meeting to check in)

1. Academic Senate and Classified Senate update
2. Course assignment smart sheet
3. Mini-Mester Evaluation (EMP 1.3 and SEM 2.1.2)

March

1st Monday, 3/3: A-Deans

[03.03.2025 A-Deans DualEnrollmentFacultyEvaluation ControlledDigitalLanding Fall2025Sc](#)

1. Dual Enrollment Evaluation Process

2. Controlled Digital Lending
3. Cancellation timeline
4. Fall 2025 Course Schedule Development
5. FTEF Allocation
6. Registration Survey data

2nd Monday, 3/10: Instructional Operation

Classroom and lab walking tour

3rd Monday, 3/17: Instructional Managers

Update from Academic Senate President and Classified Senate President

RSI Support & Accreditation Preparation – Communication Plan

Lizette--VPSS

Program Map

Program Completeness Report--sharing example

Co-requisite report for English and Math

AB1705 (State)

April

1st Monday, 4/7: A-Deans

Laboratory Inventory Refresh Process

Spring 2026 schedule planning

Course Schedule Timeline

Summer 2025 Class Cancellation

Course Substitution--Articulation, 1 Dean, 1-2 Faculty

2nd Monday, 4/14: Instructional Operation

3rd Monday, 4/21: Instructional Managers

Update from Academic Senate President and Classified Senate President
Program of Study--Course availabilities
Co-requisite report for English and Math--Update

May

1st Monday, 5/5: A-Deans

2nd Monday, 5/12: Instructional Operation

3rd Monday, 5/19: Instructional Managers

Update from Academic Senate President and Classified Senate President

June

6/2 ??

6/9 ??

6/16 VPI Retreat

July

1st Monday: A-Deans--James, Ameer, Kat, Anniqua, /

2nd Monday: Instructional Operation--5 instructional

3rd Monday: Instructional Managers--5 Instructional

Anniqua, Alex, Max, Karen, Frank, Alessandra, Chialin

Facilitator

10 min; Frank

10 min; Chialin

20 min; Chialin

10 min; Alessandra

Facilitator

10 min; Chialin

20 min; Chialin

30 min; Karen/Chialin

5 min

10 min: Anniqua

10 min; Alessandra

10 min; Karen

Facilitator

10 min: Paul/Anniqua

15 min: Wissem

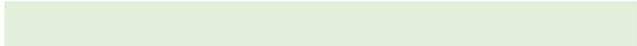
15 min: Max

20 min: All Deans

10 min: Chialin

30 min: Chialin/Karen

1 min


Facilitator

Gampi, David & Alex: Total 20 min

Stephen: 20 min

Mayra: 20 min

Mayra: 20 min

Chialin: 20 min

Chialin: 10 min

Chialin: 3 min

Facilitator

60 min: Chialin/James

15 min: Division assistants and Deans

45 min: Elizabeth, David, and Gampi


Facilitator

Anniqua/David Eck: 60 min (1-2pm)

Chialin 1 min

Deans 5 min

Deans 45 min

Facilitator

Gampi & Alex: Total 20 min

Anniqua: 20 min

Ron: 20 min

Ron: 20 min

Max: 10 min

Chialin 1 min

Facilitator

Mwanaisha Sims

Doniella Maher

Facilitator

Facilitator

Karen: 20 min

Ron/Karen: 10 min

Anniqua: 10 min

Ron

Max: 20 min

Facilitator

James

Ameer

Mwanaisha Sims

Facilitator

Gampi & Alex: total of 20 min each

James: 20 min

James: 20 min

Facilitator

Karen and Alex: 15 min

James

James

Ameer/Max: 20 min

Max/Ameer: 20 min

Max: 20 min

Facilitator

Facilitator

Gampi & Alex: total of 20 min each

Ameer/Max: 20 min

Max/Ameer: 20 min

Max: 20 min

Chialin: 10 min

Facilitator

Deans: 10 min

Frank/Maria/Wissem: 30 min

Mayra: 20 min

Ameer/Max: 20 min

Max/Ameer: 20 min

Max: 20 min

Facilitator

Deans: 30+ min

Deans: 30+ min

Allison/Nada: 30 min (2:30pm to 3:00pm)

Chialin: 20 min (Tabled)

Deans: 30 min (Tabled)

Facilitator

Facilitator

All: 15 min

Chialin: 10 min

Chialin: 5 min

Chialin: 5 min (Claudia and Alessandra)

Chialin: 15 min

Chialin: 15 min

Chialin: 15 min

Deans: 20 min

Chialin: 15 min

All

Facilitator

Chialin 15 mins

Chialin: 15 mins

David Feune start at 1:30pm- 30 mins

Ludmila Prisecar: start at 2:00pm- 30 mins

Karen and Alex: 30 mins

Anniqua 5 min

Facilitator

[chedule](#)

Gampi & Alex: Total of 20 min each

Eck: 10 min

Chialin/Frank: 10 min

Deans: 20 min

Chialin: 15 mins

Max: 10 min

Anniqua: 5 min

Facilitator

All: 30 min

James/Karen: 15 min

Karen/Alex: 15 min

Ameer/Karen: 10 min

Chialin: 10 min

Chialin: 5 min

Anniqua: 1 min

Facilitator

Facilitator

Gampi and Alex

Alex Kramer

James/Karen

Facilitator

[ScheduleDevelopment](#)

Mayra: 15 min

Sarah/Anniqua: 15 min

Chialin: 10 min

Deans: 30 min

Chialin: 5 min

Ameer and Max: 10 min

Facilitator

Facilitator

Gampi & Alex: 10 min each

Anniqua and the DE Team: 20 min

Lizette: 15 min

Chialin: 10 min

Ameer: 15 min

Karen/Alex: 20 min

Karen, Max, Anniqua, and Ameer

Facilitator

Ludmila: 15 mins

Chialin: 20 min

Deans

Chialin

Chialin: 5 min

Facilitator

Facilitator

Gampi & Alex: 10 min each

Karen and Alex: 40 min

Karen and Alex: 20 min

Facilitator

Facilitator

Facilitator

Gampi & Alex: 10 min each

Facilitator



Alex, Wissem, Max, Karen, John, and Chialin

Deans (James, Ameer, Kat, Anniqua, Alex, Frank, Alessandra, Chialin)

Deans + Max + 4 Directors + Invite both Academic and Classified Senate Presidents (James, Ameer, Kat, Ron, Mayra, Stephen, Jasmine, Gampi, and Alex C)

Documents	Notes
Office of Instruction Data Report Schedule Link to EMP Implementation One Year Calendar VPI Retreat--SEM email from Karrie email from Chialin	Frank email to Deans the draft spring Agreed with the calendar. Deans to v Discuss the "Status as of summer 202 Agreed with the calendar. James wor Table to the Next Meeting Discussed the (a) purpose, (b) outcon Submit the Summary to Alessandra

Documents	Notes
FTE Tracking Report FA2024 7.19.2024 Load Setting Degree Completion Report Calendar https://app.smartsheet.com/b/form/0b4a4111331c4dd5a995a9c Draft Survey	SMCCD AP 6.04.1 Guideline for Course Discussed the goals for 3 metrics: Table to next meeting https://smccd.sharepoint.com/:b:/s/Ca Alessandra will meet with deans indi Deans to provide feedback to Karen.

Documents	Notes
Load Setting Degree Completion Report Calendar	7 days before school starts.

Documents

Notes

https://smccd.sharepoint.com/:p:/r/sites/CanadaDeans/_layouts

Stephen shared the information.
Mayra shared the information

[PPT](#)
[email from Kiran](#)

Kim shared the big picture and the ex

Documents

Notes

[Full-Time Faculty](#)

[Part-Time Faculty](#)

[Faculty Evaluation PPT](#)

Documents

Notes

Documents

Notes

[AB 1705 Updates.pptx](#)

[Data Meeting August -2024.docx](#)

<https://docs.google.com/presentation/d/1rPcB9nCa0duj->

Documents

Notes

Documents

Notes

Documents

Notes

<https://smccd->

Documents

Notes

Documents

Notes

Documents

Notes

Timing and channel of the conversatio

tabled to 11.18

tabled to 11.18

Documents	Notes
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Documents	Notes
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tabled to 12.2 (?)

tabled to 12.2

tabled to 12.2

Documents	Notes
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[Gainful Employment ppt](#)

[Dual Offerings 2024-2027.xlsx](#)

Embedded to course schedule development. Provide

Tabled to 12.2

CARE training + Title V at the president council?

Design a better website.

Documents	Notes
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<https://smccd.sharepoint.com/:p:/s/CanadaiDeans/EXWBAthEsPh>

Documents	Notes
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Documents

Notes

Documents

Notes

Documents

Notes

Chialin will provide courses less than 15 enrollment in Summer 2024 (per deans request)

1. ~~A~~Adriana Lugo, Librarian

Documents	Notes

Documents	Notes
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Documents	Notes
20 min	
15 min	
15 min	

Documents	Notes

[SKY-CAN-SUHSD Dual Enrollment Evaluation Process.docx;](https://smccd.sharepoint.com/:b:/s/CanadaDualEnrollmentProgr)
<https://smccd.sharepoint.com/:b:/s/CanadaDualEnrollmentProgr>

Files in the share point folder. Remind faculty during the
File in the share point folder
Reminder of Fall 2025 FTEF Allocation

"Auto-replyb that explain the feedba

Documents

Notes

Documents

Notes

What is the function of program map from deans? We are re-assessing it. Who is using it? Studen

Documents

Notes

https://docs.google.com/spreadsheets/d/10SHe9hloe-j3tWCrPPlxnxcbnkg9PCpH_PzXnVI2A8g/edit?usp=sharing

Review current lab usage, Discuss the type of equipment used and needed, Clarify the long-term vision for each lab over the next five years

Alex, Gampi, Trang, Lisa

Documents

Notes

Documents

Notes

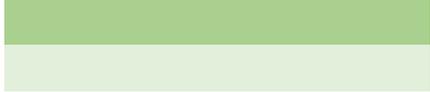
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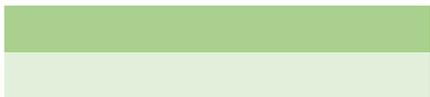
; 2025 schedule on Thursday. Frai

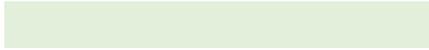
24". Discussed objectives under C
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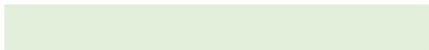
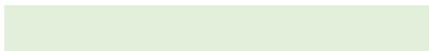


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Expectations. Objective leaders sh



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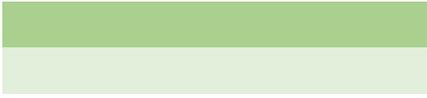
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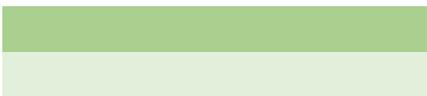
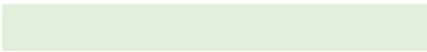
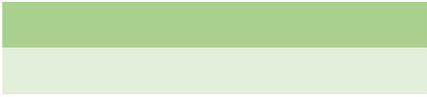
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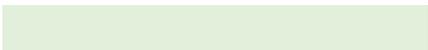
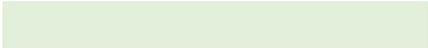
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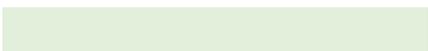
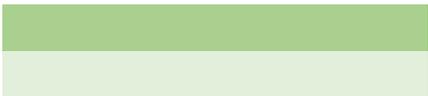


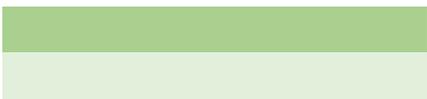
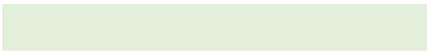
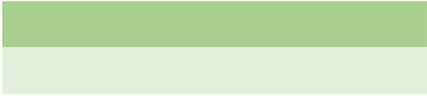


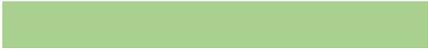
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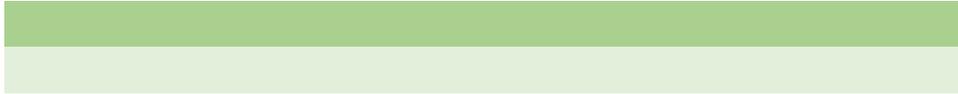


ts? Counselors? Faculty? deans?









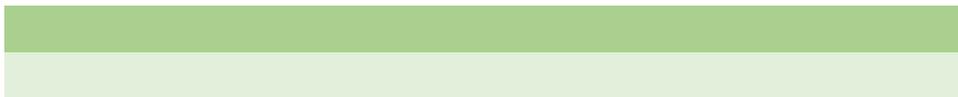
nk works with Ameer to support S&T.

Office of Instruction, identified the priority year, and agreed on the progress of the faculty evaluation calendar.

cy of waitlist #. Waitlist of 20 is the recommendation.



ess.



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ared their desired outcomes and timeline.

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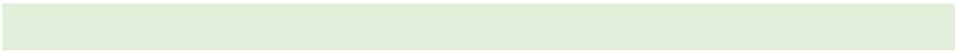
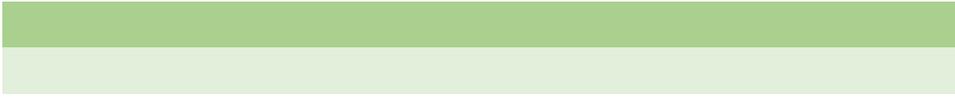
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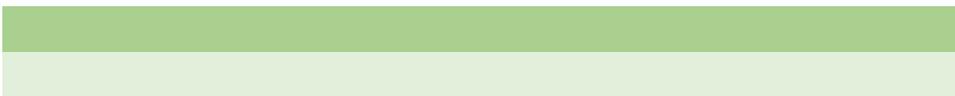
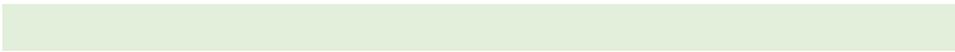
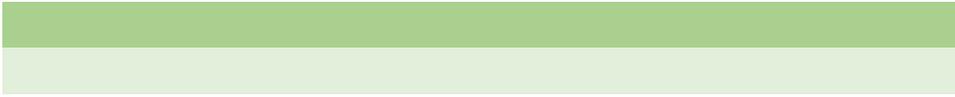
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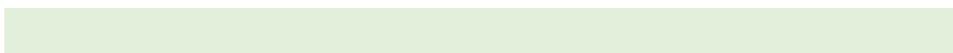
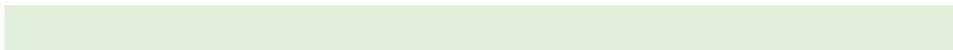
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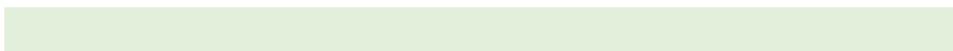
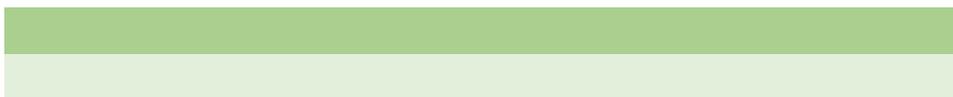


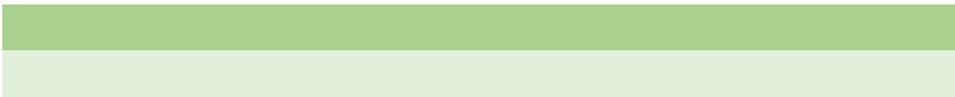
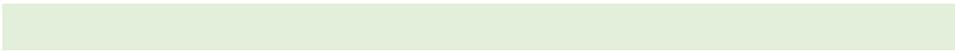
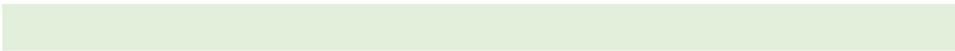
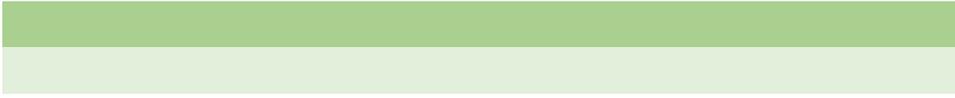


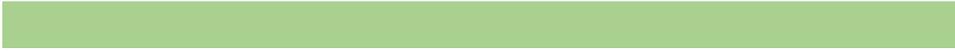
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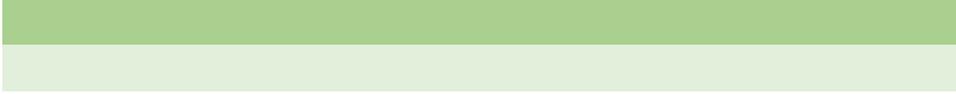


Is it important for students? Counselors do not use it for student planning

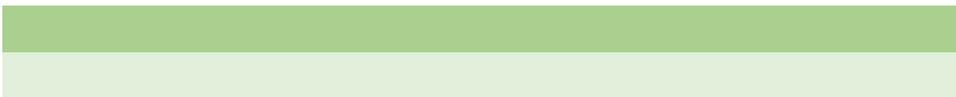








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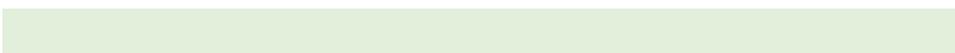
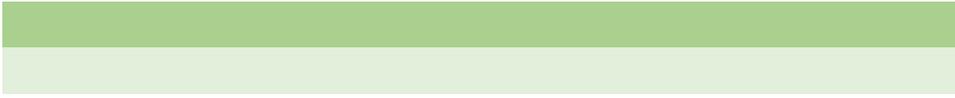
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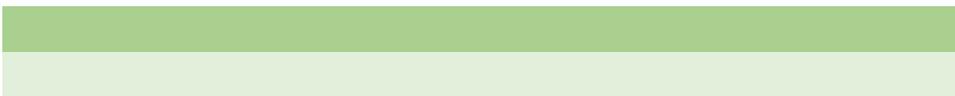
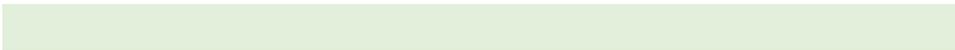
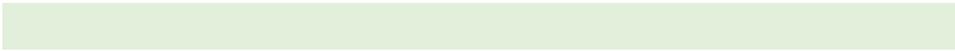
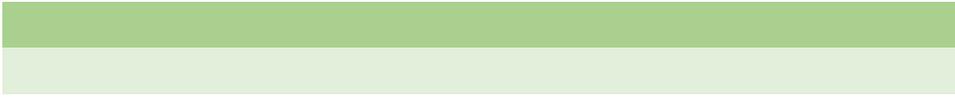
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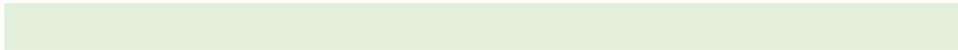
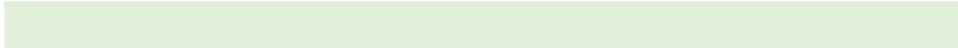
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3? Informational tool for students.

