Dean’s Meeting
February 1, 2010

- Week’s Schedule – The Week That Will Be
  - Monday – CdA TV Committee, afternoon at WFTC
  - Tuesday – Cabinet, City Council, Jazz Concert
  - Wednesday – DC Checklist, Class Study Session
  - Thursday – CAAP, Modular Contract

- Budget – template completion – packets for Division Chairs
  - Instructional Council – Feb 10th – devoted to Instructional Budget Codes
  - CSC Budget – accurate reflection of salary numbers?
  - Create new budget code for Diversity Issues

- Load Sheets – forms have gone out to Division Chairs – due today
  - PTE forms done – one to Pam

- President’s Cabinet
  - Dual Enrolled Students and ID Cards
  - iSTEM
  - Self-Evaluation and Transition Plan (Eric)
  - Registrar’s Position
  - Process for Data Accuracy of Formal Reports
  - County Taxes

- Joe Jacoby – funding assistance request – Pam authorized to make the arrangements

- Graphic Design – funding request – still be be examined

- Student Appeals of Instructor’s Reported Grade, Last Date of Attendance – from Financial Aid
  - This information should be shared with faculty
  - Grade Books – on record will help
  - Instructors need to recognize that they may have to come up with a last date of attendance for their classes
  - Need to do unique grades for never attending, instructor initiated withdrawal, etc.? 

- Curriculum – General Education – Abilities – Forms
  - Forms are being edited – involves the SBOE policy
  - Bob to share a copy of the policy

- Don Bjorn – PTE Advisor – Office in Hedlund?
  - Mike checking
- Division Chair Meeting – February 3\textsuperscript{rd}
  - IVC Issues (Jerry Turner)
  - Classroom Technology (Steve Taylor)
  - Accreditation/SLOA Report (Karen Ruppel)
  - Faculty Stories for Erna
  - CEA Accommodations (Eric Murray and Sharon Daniels)
  - DC Job Description – progress report (report due in March)
  - Instruction Positions – Hiring for FY11
  - Dual Credit Procedures – Hiring High School Instructors
  - Scheduling/Paying for Rooms in the SUB
  - DCs Attend Student Services Town Hall Meeting – April 29, 8-9:30am
    - FY10 Successes, FY11 Plans
  - Saturday Classes
  - College and Career Readiness Standards Validity Study (Lloyd)
  - Budgets – spend the M & O allocations, template
  - Next Meeting – Big Topic?
    - Jay at Accreditation meeting in Seattle

- Personnel Requests to PC
  - Nursing position (SA) approved pending budget clarification – Fall search failed, position to be filled by part-time faculty in Spring 2010, new search pending
  - Social and Behavioral Science positions – requested for tenure-track status (Education and Philosophy) – were put on hold pending anticipated budget cuts
  - CSC – Linda Lemkau replacement – approved by PC
  - eLearning Reclassification
  - Administrative Assistant – Dual Credit (83%) – combined with Registrar’s Office request
  - Institutional Effectiveness – institutional researcher
  - WFTC Accountant/Assistant – reclassification of Michelle Chestnut’s position
  - Library – Temp request Spring/Summer 2010 – part-time to full-time?
  - Replacement for Keith Hunter in English
  - NEW REQUEST: Special Appointment in Computer Science
  - Other –

- Other
  - Lease of OPRV/Ramsey Building extended for three year
  - Doug and Marie investigating possibility of a truck driver
  - Molstead Building – State Inspection Items of Concern
    - Pam to send memo to all Molstead employees to address the issues
  - Final Exam Schedule for Communications Classes?
    - Pam to follow-up
  - ALK Abello – company that does pollen related testing for medical products
    - WFTC does little for them, most of their employees are higher level degree holder