

Division II

Minutes

January 6, 2016
11:00 am

Type of Meeting: Office Staff Meeting

Meeting Facilitator: Dean Myron Jordan

Participants: Dean Myron Jordan

Brenda Lewis, Staff Assistant to the Dean

Valerie Hollins, Clerical Assistant II

Maria Margarita Pinilla, Clerical Assistant III

I. Enrollment Management

Classes that have less than 10 students currently enrolled will be cancelled on 1/11/16 thru 1/13/16. Phone calls to students of cancelled classes will be made no later than 1/13/16, those calls will be made by the division office to students to help select alternative classes that may be available.

- Canceling classes on 1/13/16
- Phone calls to students of canceled classes 1/13/16
- Referring students to alternative classes 1/13/16 to 1/15/16

II. Consumer Service Satisfaction Survey data

Customer satisfaction survey monkey will be created to access the level of support provided by the division office for students, faculty and staff. The survey is scheduled to be implemented by 3/1/16.

- Creating a Monkey survey by 3/1/16
- Administer Survey Monkey to student, faculty and staff

III. Division office Restructure

Dean Jordan discussed with staff the proposed change in the Division Office that is scheduled for Spring 16, when the new CTE Dean is hired.

IV. Operational duties before census day.

Staff discussed important operational duties for the first week of classes including responsibilities for collecting and reviewing syllabus, office hours, LAR forms, posting signs for cancelled classes, and providing access to classrooms for new instructors without keys, copying small assignments for instructor (maximum 15 copies).

V. Accreditation

Dean Jordan updated staff on the completed accreditation recommendations by the college. The management team is confident it will be much more prepared for the accreditation visit in Fall 2016.