



FALL 2018 Administration Training

West Hills

C-CAAM

JULY 2, 2018

Syllabi Submittal & Review Process

- ▶ In order to meet the Standards, the team recommends that the College ensure that all course syllabi include the approved student learning outcomes and that the officially approved course outlines contain student learning outcomes.

Syllabi Submittal & Review process (cont.)

- ▶ Kelly Rouska
- ▶ [WHCC Course Syllabi and Other Records](#)

Administration Structure

- ▶ President
- ▶ EVP
- ▶ Athletics Associate Dean
- ▶ CTE Dean
- ▶ Educational Services Dean
- ▶ North District Center Associate Dean
- ▶ Student Services Dean



Learning Areas & Assignments

- ▶ Full-time Faculty
- ▶ Adjunct Faculty
- ▶ CTE Faculty
- ▶ NDC Faculty

Faculty Hiring, Training, and Evaluations

- ▶ Adjunct Hiring Pools (Access to online applications)
- ▶ Assessment of Adjunct Needs (expanding pool)
- ▶ Adjunct Faculty Training (Handbook)
- ▶ Faculty Evaluations (Packet)
 - ▶ Online Interaction (consistent and essential dialog)
 - ▶ Classroom Management
 - ▶ Syllabi, SLOs
 - ▶ Roster Certifications
 - ▶ Grades
 - ▶ Positive Attendance (meeting with M. Lourenco)

2018-19 Meetings

- ▶ Governance committees
 - ▶ Chair Assignments
- ▶ Agenda and Minutes
 - ▶ Boarddocs
- ▶ Operational Meetings
- ▶ 1-1s
 - ▶ Agendas
- ▶ Department
 - ▶ Learning Areas
 - ▶ Standing Agenda items

Student Conduct

- ▶ Board Policies
 - ▶ [5500](#)
- ▶ Roles
 - ▶ Conduct Officer
 - ▶ Designee
- ▶ Maxient System [Link](#)
 - ▶ Administrator