

Associate Dean of Instruction and Student Services

- Summer semester syllabi and assignments were sent out to all CDCR.
- Digital Textbook Report submitted for Summer and Fall 2021.
- Syllabi review and updates.
- Adding Fire Science classes to the system.
- Attending usual meetings (Curriculum, Program Review, TRC, etc.)
- Scheduling meetings with principals and PSCE from CVSP and ISP.
- Replying to e-mails.
- keeping up to date with Title 5 regulations.
- Making changes to Fall schedule- some of the classes did not make articulation changes-Those classes had to be cancelled.
- **Curriculum and Catalog Specialist**
- PDF and eLumen catalog.
- Curriculum Meeting agenda/mins.
- TRC meeting agenda/mins.
- Board documents.
- Guided Pathways meeting.
- Elumen weekly SLO meeting.
- Save/print/check of list Instructors SLOs.
- COCI
- Colleague