

BAS IMPLEMENTATION WORKSHOP

AUGUST 11, 2009

1:30-3:30pm

2601 Wolfson

BUDGET

RESOURCE: MJ MITZENMACHER 7.0397

ITEMS FOR DISCUSSION:

- MOA (State)

- Course offerings/Enrollment Projections

- Budgets
 - Faculty Hiring

 - Renovations

 - Equipment/Technology

 - Library

STUDENT SERVICES

RESOURCES:

WENDY STINGER 7.2575

PAOLA DOCUMET 7-4048

ITEMS FOR DISCUSSION:

- Admissions Criteria
 - Intake forms

- Advising
 - Preparation
 - Open Houses
 - Recruitment
 - Orientation

- Registration
 - Posting of courses

- Publications
 - Program Sheets/Curriculum Guides/Brochures
 - Website information

- Degree Audits

BAS IMPLEMENTATION WORKSHOP

SEPTEMBER 15, 2009

1:30-3:30pm

3208-09 Wolfson

MARKETING
RESOURCE(S):
JUAN MENDIETA 7.7611
IRENE MUNOZ 7.3030
TED LEVITT 7.3675

ITEMS FOR DISCUSSION:

- College-wide Campaign
- Open Houses
- Kick-off/Media Event
- Media
 - Newsprint
 - Radio
 - TV (including MDC TV)
 - Internet
 - Public Service Announcements (PSA)
 - Signage
 - Flat Screens
- Publications/Brochures
- Websites

FACULTY HIRING
RESOURCE: MARY De LAOSA 7.0212

ITEMS FOR DISCUSSION:

- Screening Committee Guidelines
- Organization Charts
- Job Descriptions
- Credentials
- Posting
- Interviews
- Hiring

VIRTUAL COLLEGE/ON-LINE COURSE DEVELOPMENT
RESOURCE: HAYDEE NAVARRO 7-3845

ITEMS FOR DISCUSSION:

- On-line course development
 - Types of courses
 - Timeframes

BAS IMPLEMENTATION WORKSHOP

OCTOBER 20, 2009
1:30-3:30pm
2106 Wolfson

FACULTY ISSUES RESOURCE: BEVERLY MOORE-GARCIA 7-7401	LIBRARY ISSUES RESOURCE: NANCY MAXWELL 7-1471
ITEMS FOR DISCUSSION: <ul style="list-style-type: none">• Faculty credentials• Course selection• Syllabi• Textbook selection• Instructional materials	ITEMS FOR DISCUSSION: <ul style="list-style-type: none">• Instructional materials• Print/Non-print selection• Cataloging• Shelving• Personnel
ADMINISTRATIVE ISSUES RESOURCE: MADELINE PUMARIEGA 7.4212	DATA COLLECTION RESOURCE: DAVID MICHAEL KAISER 7.7468
ITEMS FOR DISCUSSION: <ul style="list-style-type: none">• Accreditation• Facilities renovations• Equipment orders• Offices/phones/computers/e-mail accounts• Quads/Budget codes	ITEMS FOR DISCUSSION: <ul style="list-style-type: none">• Data collection• State Reporting