ADJU
August
Department Chair meeting minutes
August 28, 2014
5:30 pm
Division Conference room

Attendees: Paul Jefferson, Lance Heard, Mike Nichol, William Sweet, Kirk Smith, Victor Allende, Henry Provencher, Don Meredith, Ricky Ellis

New Adjunct: New adjunct faculty member Victor Allende was introduced. Victor is currently a Lieutenant with LASD. He is teaching ADJU-20, Criminal investigation this semester.

Fall enrollment: it appears that ADJU will see a slight increase in enrollment for the fall semester. This is good news even though we had to cancel 3 classes that failed to fill.

Discussion was held as to why these classes failed to fill. It was generally agreed that ADJU-68 failed to fill because of the date and time scheduled, (Friday 7:30 am). We could not offer a rational on why the other 2 sections, both ADJU-74, (Vice), failed to fill. It has a history of always filling.

Faculty was asked to closely monitor and report back to the chair on no shows and first week adds.

Spring and winter enrollments: With the goal of assisting student complete their educational goal as fast as possible, ADJU plan on offering more classes during the summer and fall intersession. Faculty was advised to notify the chair ASAP of their desire and availability for the winter and spring classes.

Security: Discussed the latest information on the campus burglaries and the added security measures. Faculty advised a major element in the plan is the proper securing of class rooms and offices. Faculty advised to lock all doors when leaving a room unattended, and to report to campus security and a cc to division if they discover an unlocked door.

Emergency Preparedness: Faculty advised of an emergency drill on September 16th, involving unknown building (s). Faculty advised to review emergency plan so as to properly direct students.

Meeting adjourned at 6: 45 pm