Mt. San Antonio College  
Department of Business Administration  
Meeting Minutes  
September 11, 2014

Present: Jennifer Galbraith, Amrik Singh Dua, Ed Estes, Rasool Masoomian, Catherine McKee, Marty Ramey, Abby Wood

1. **Call to order**: Jennifer called the meeting to order at 3:04 p.m.

2. **Assignment of note-taker**: Catherine volunteered to take minutes for this meeting.

3. **Review/approval of August 22 meeting minutes**: The August meeting minutes were approved with a minor correction to the spelling of Catherine’s last name (McKee).

4. **Action Items**:
   a. **Spring Schedules**: Amrik asked that we all receive a copy of our spring schedules and Jennifer agreed to provide them.
      i. **PLGL/BUSL**: The division received Marty’s addition of one section of each B classes, and lowering the class size to 21 (these changes would also apply to the A classes in fall). The classes will be restricted access (for Cohort students) until two weeks before the semester starts, at which point they would open to the non-Cohort students. This has been approved by Joumana. Computer classrooms will be needed.
      ii. **BUSR**: Ed is maintaining the number of BUSR 50 classes. Ed is proposing his hybrid class Mondays 3:00 – 6:10, second eight weeks. Ed is considering participating in the cohort program, if it is still available and will contact Lisa Rodriguez to discuss this possibility.
      iii. **BUSC**: Jennifer wondered if Rasool or Amrik would be willing to serve on the academic senate next semester. Rasool agreed and asked if his conflicting class (TTh 11:30 – 12:55, BUSC 1B) could be made online and changed to 1A in order to open up his schedule for senate and Jennifer agreed to consider it. Rasool and Amrik agreed that we have too many 1B classes.
   b. **Supply requests**: Department members should review Mary Ann’s supply book and let Jennifer know what we need in the next week. Jennifer will order next Friday.

5. **Reports**:
   a. **Academic Senate**: Rasool will serve as our department's senator starting in the spring.
   b. **Faculty Association**: (Catherine)
      i. Meetings re role of department chair. Input wanted. Contact Catherine for times, dates, and places for these meetings.
ii. Political Action Committee. This committee needs a member. Please contact Eric Kaljumagi if you are interested.

iii. The association distributed information on the upcoming election. If you'd like to see this information please contact Catherine.

iv. Department input is needed on the MOU regarding rehire rights for adjunct faculty members. (See below.) Jennifer will circulate an electronic copy so the department can consider it and tell Catherine how to vote at the next rep council meeting.

c. Department Chair/Coordinator: (Jennifer)

i. Campus involvement is encouraged. Thank you to Rasool for stepping up and assuming the role of senator for our department starting spring semester.

ii. SLOs. Make sure you’re entering your data in Tracdat. Ed requested guidelines for how to best write our use of results. Jennifer suggested that Ed contact Don Sciore (dsciore@mtsac.edu). Catherine administered the first program SLO of the year for the paralegal program during the first week of Intro. Marty proposed having an SLO meeting for adjuncts. Jennifer said this was a good idea and told Marty to get in touch with Don Sciore for funding for this.

d. Adjunct evaluations. This process has changed because the contract has changed. There are now classroom evaluations every year for adjuncts without rehire rights, but rehire rights can be granted in eight semesters rather than ten. An MOU has been proposed to cover this. People with fewer than three years will follow the new process. People on years four and five will follow the old process. Jennifer suggested we start evaluating people in year one and year two right away since they’ll have to be evaluated anyway. Student evaluations must be done by end of 12th week.

6. New Business
   a. Curriculum update, PLGL 30 (4-year review): approved.

7. Other. Conference and travel funding may be available. POD is devising an application process for this funding. Amrik wants to apply for funding and Jennifer suggested contacting Stacy Gutierrez, the Director of POD.

8. Next meeting: Thursday, September 25 at 3:00 p.m. in 18-15.

9. Adjournment. The meeting adjourned at 4:02.