

Accounting & Management Department
Department Meeting Minutes
Wednesday, March 26, 2014, 1PM

Department Members Attendance:

Brenda Domico Tom McFarland Ralph Jagodka
 Bonnie Jeffers Dan McGeough

1. Enrollments and Growth: 5% growth is planned for 14/15. Already added summer classes, and will add additional classes for Fall 2014

Department Chair stipend calculations was discussed. We have an increasing number of adjuncts and decreasing number of full-time, which is causing much more work related to adjunct evaluations and administration – yet stipend formula does not seem to compensate equitably.

2. Curriculum: BUSM20 and AST Degree moved to Stage 5 of process.
BUSM 20 – the department unanimously approved the addition of two measureable objectives related to Business Law and Financial Markets. This will allow BUSM 20 to become CTI approved.
3. Hiring update - EEO Training session (optional) on 4/11, 9:30-11:30am. The meeting will cover EEO laws and regulations, and is highly recommended.

4. E-Pie (letter from Irene): Forms are now available in Word and PDF. Deadline June 30.

Any budget requests, for future, must be tied to ePIE, including equipment, supplies, faculty, staff, field trips, conferences, classroom technology, TA's. Sections for completion will be distributed.

5. Department Chair Evaluations: Due April 7th for peer and department chair self-evaluations.

Elections to be held at our May 21st Department Meeting

6. Adjunct Evaluations: On schedule
7. Full-time Evaluations: Brenda, Ralph and Tom are in Year 1, Dan is in Year 3
8. Budget: The district received Lottery funds of \$300,000. For instructional supplies/materials have to be consumable and used by students in classroom. Must cost less than \$200 per item, but can request more than one item. Software is included. Make requests to Joumana by 3/25
9. Distance-Learning Evaluations (handout): FT and Rehire PT can deploy their own evaluations. The process is being streamlined by the division so it will be more efficient. Karen will send email-responses to say yes or no to deployment.
10. Department Meeting Protocol: Must meet "Brown Act" requirements. Department has developed a process for Fall. Will email all adjuncts with calendar and will send agenda and minutes to the Business Division for inclusion on the Department web page.

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11. Power Outage: Faculty should not dismiss class or cancel. Must wait until directive by Pres/VP/Public safety director. If notice is sent to cancel, they must cancel for liability purposes. Division is installing emergency lights throughout business buildings.

12. Business Division Planning Retreat: Friday, April 25, 11:30-2:30PM at Kellogg West Conference Center. Retirees will be recognized.

Next department meeting will take place prior to the Planning retreat.

13. TB Testing: 320 individuals may have been exposed. They will receive individual letters to be tested. If you get one, don't be alarmed, just follow directions.

14. Emails: Student emails will be changed to Gmail, but not applicable for faculty and staff.

15. Highschool Outreach event. Dan invited local high school accounting classes to come to Mt SAC to take a tour. AFM club made a presentation, there was a lunch and students played a wonderful game of Jeopardy. Brenda developed the Jeopardy game, which provided an excellent activity for prospective students. Thank you Dan and Brenda !

16. Academic Senate report by Bonnie.

There was a change to course outline 4-year review process. They will now be due by May, rather than October.

Bonnie reviewed Guidelines to manage a crisis, and a handout was distributed.

Syllabi task force recommendations and guidelines was reviewed.

17. SLO – Ralph reviewed progress to date and there was continued discussion.