

**Accounting & Management
Dept. Minutes 09/26/2013**

Attendees: Bonnie Jeffers, Brenda Domico, Dan McGeough, Ralph Jagodka, Tom McFarland, Paul Hischar

Banked Leave: Paul Hischar requested the use of banked leave for the Spring Semester – approved unanimously.

Networked Printer: If you use the networked printer in Bonnie’s office, please close the door behind yourself.

Semester Updates: One student has destroyed a book on reserve – student has promised to replace the book. However, the library will not release the names of the students that check the books out of the reserve section.

New Faculty Contract: Pay increases are retroactive to July 2013.

Adjunct Faculty: Fill out evaluations properly and/or if we have student complaints to do those correctly.

Departmental Duties: Bonnie: Advisory committee duties; Paul: Supply budget, Dan: adjunct evaluation coordinator; Ralph: SLO coordinator.

Adjunct Evaluations: Dan shared the spreadsheet for adjunct evaluations and how to complete the evaluations appropriately. Give originals to Dept. chair and put copies in the file cabinet.

Depart Budget: New process for requisitioning items. Our budget is \$2,700 for the year. Bonnie will share the budget spreadsheet from last year. Each person requisitioning items needs to fill out the form.

FT Faculty Position: Brenda and Tom will meet today to battle for full-time faculty positions since Paul and Bonnie will be leaving – 2 management positions and 1 accounting position. FON was at 380 last year and now we are down to 366. How was that calculated? Academic senate fighting for 372 or more. Since we have grown in student population, why don’t we still need 380?

Equivalency for Bonnie’s position needs to be revisited. We need to submit the equivalency form. Bonnie and Tom will submit.

Faculty Absences: New requirement – no pay for one-time substituting. We cannot trade for one class. To get a sub, we need to go through the Division. For a one time event it will be denighed, unless it is absolutely critical.

DL Classes: A new procedure to add students that are on the waitlisted students.

Equipment Request Form: New procedure - now on the website to request hardware and software.

Division/Dept. Web Pages: New process to update the web pages through Robert S. We can submit to dept. chairs and they will forward to Robert.

SLOs: For SLOs, we need to determine who will do which courses. Review the course outline and pick possibly 3 and rank them from most important to least. Dept. chairs will review the courses and coordinate who will review which courses. We will finalize the list at the next meeting and Ralph will bring copies of the course outlines at the next meeting.

Work Experience: The new laws are on the Division web site. However, our work experience is on hold.

Cal Poly AS-T Degree and TMC: We will look at developing a transfer degree for CPU. However, we currently have limited classes that directly transfer.

Close Captioning: Which videos do we really need to have close captioned? If you do not really need it, they will not pay for the close captioning. We should have videos close captioned when we have been requested by the student to have them. Ralph's videos were not included on the list.

Academic Senate: Counseling faculty wanted a resolution on their own behalf to have priority for hiring. The academic senate did approve the resolution.

Advisory Committee: May 6, 2013 at 4:30-6:00 PM in Founder's Hall. Do we want to do a breakfast or lunch in the future.

Meeting Dates & Times: Oct. 17 at 1:15 PM