

Accounting & Management Department Meeting Minutes
Wednesday, March 11, 2015: 1:00 pm to 2:40 pm

Present: Brenda Domico, Ralph Jagodka, Regina Martinez, Tom McFarland, Dan McGeough, and Richard McGowan

ITEM	DISCUSSION
1. Epie: New Procedure/Future & Present Needs	Ralph attended an Epie Workshop on campus. Therefore, he shared and explained the information obtained about Epie with the department. The information included the new Epie procedure. Brenda and Ralph will be working on Epie over the next few weeks.
2. Adjunct Evaluations: Status/Deadline	Dan spoke about the adjunct evaluations and requested that they be completed by the end of April 2015.
3. Student Learning Outcomes Status	Ralph created an automated Student Learning Outcomes assessment for our courses, as well as certificated and degree programs. He spoke about the completion of the student assessment and added links to the site for detailed reporting and analysis, which will take place next year. He had also attended a Student Learning Outcomes Training on campus and shared the information he obtained at the training with the department.
4. Advisory Committee Meeting	Brenda and Tom announced that they have been successful in creating interest and bringing back alumni from Mt. SAC to attend our advisory committee meetings. Two AFM/Business Club alumni will be invited to the advisory meeting this year. The meeting has been confirmed for May 12, 2015. Gina has taken care of facilities and food.
5. Business Division Dean: Hiring Committee	Tom is on the hiring committee for the Dean position in the business division and will be representing our department.
6. Accounting, Finance, & Management/Business Club	Brenda and Tom announced that the AFM club is very active on campus and in the community. There is an AFM/Alumni group that is growing and active. Alumni who have graduated are now returning as guest speakers at our club meetings, as well as mentoring opportunities. Our 1 st alumni speaker is May 5 th , Adam Prohoroff. He is a USC graduate, a CPA, and currently works for Deloitte, a top 4 CPA firm. The club is also continuing to grow and has approximately 55 members. The Industry Manufacturer's Council will sponsor 8 students from the club to attend the Economic Summit Conference on April 21. Thank-you to Ralph for making

	this happen. In addition, the club's Facebook continues to add more alumni to their list.
7. Division Meeting Minutes: Questions?	Ralph has continued to email the division meeting minutes to our department and asked if there were any questions regarding the February minutes. No questions were asked.
8. Academic Senate/Faculty Association Update	It was agreed that Regina would be representing our department for the senate and faculty association starting in Fall 2015.
9. Spring Deadlines	The department reiterated that adjunct evaluations should be completed by the end of April 2015. Also, everyone should make sure they are working on the regular faculty evaluations, which are due at the end of the semester. Department chair evaluations are due in April. Department members will receive an email from Karen Johnson sometime in April to ask for department chair evaluations and nominations for next year.
10. University of La Verne Bachelor Degree in Business Administration Offered at Mt. SAC	Ralph voiced potential concerns and conflicts regarding the ULV program, as it was presented, and how it may impact our department. At this time, the ULV program contained eleven classes to be taught on our campus. Of those eleven, four appeared to be similar classes such as: BUSO 25 Business Communications, BUSM 61 Business Organization & Management, BUSM 62 Human Resource Management, and BUSS 36 Principles of Marketing. The department had several questions and needed more clarity on a variety of issues involving the process and implementation of the ULV program. Therefore, the department agreed that a meeting with the division to seek further information would be needed and scheduled.
11. Agenda Items for the April Department Meeting	The following agenda items were brought up. It was decided to add these to the April department meeting agenda: distance learning courses, department growth.
12. Other	It was approved that Richard would utilize bank hours for the Spring 2017 semester.

Next Department Meeting: Monday, April 20th, at 1:00PM