

Accounting & Management Department
Minutes September 23, 2014 2:45 pm – 4:30pm

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

Vocational Education Classes:

The department discussed the inclusion of vocational education seats for classes in the spring schedule. This will help vocational education students to earn their certificates of achievement.

Management Hiring Equivalencies:

The department agreed that a professional work experience provision should be added to the hiring equivalencies to become a business management professor, as follows:

(Master's in business administration, business management, business education, marketing, public administration, or finance OR Bachelor's in any of the above AND Master's in economics, accountancy, taxation, or law) AND a minimum of 5 years management experience (supervisory duties with profit and loss responsibilities) in the private sector.

Ralph Jagodka will submit the necessary paperwork to move this change forward.

Accounting Equivalencies were also reviewed and no changes will be made at this time.

Faculty Association:

The faculty association is requesting ideas for reopening negotiations. The department members were reminded to submit any ideas to the faculty association president Lance Heard.

The division meeting minutes:

The current month department chair division meeting minutes were distributed, reviewed and discussed.

Adjunct Professor Evaluations: Dan distributed and explained an updated adjunct faculty evaluation schedule that lists all necessary adjunct evaluations that must be completed during the year. Department Chairs asked department faculty to try and complete a majority in the fall due to the increased workload in spring semester.

Advisory Committee: This year's advisory meeting has been scheduled for Tuesday May 12th. Department members were encouraged to add contacts and alumni to the list of invites over the next year to increase representation of disciplines.

AFM: The **AFM/Business Club** was discussed, including accomplishments and upcoming events. The club completed elections of 10 Officers and are now on their way planning events for Business Students. Department was asked to watch for flyers and emails and make announcements of upcoming events in their classes and encourage students to become involved. All students are welcome to attend these events even if they are not able to join the club. Some of these events include:

10/1, CalCPA Networking Mixer, Dave & Busters in Ontario, 6-8PM: with local firms, students and faculty from local colleges/ universities.

10/3, Social event: Bonfire at Huntington Beach, collaboration with Hospitality Club

10/16, Institute of Managerial Accountants Networking, Ontario Airport Hotel: Network and dinner, including a keynote speaker. Topic: "Salaries and Wage topics and issues in the Accounting, Finance, Banking fields and what to expect".

10/21, Dribble For the Cure at UCLA: Raise funds for Pediatric Cancer Society

10/23, Pizza Sale Fundraiser: Student Life Kitchen

AFM Weekly Club meetings: Tuesdays, 1:00-2:30PM in room 18-13

College Department Duties:

Brenda discussed department duties.

Tom and Regina will work together to schedule the facilities/food for the upcoming advisory meeting.

Regina will be in charge of keeping track of supplies budget and orders for the department.

Dan will continue to organize and distribute adjunct faculty evaluation schedules and information to each department member.

Marketing Program:

Regina is working with Ralph and Tom to revamp the marketing certificates and degree.

Academic Senate:

Tom reported on current activities discussed at the academic senate meeting.

SLOs

SLO process was reviewed for the benefit of Regina Martinez, our newest department member.

Last year all SLO delineations were created along with a model for data collection. Details on the SLO process and progress can be seen here:

http://instruction2.mtsac.edu/rjagodka/slo/slo_development.htm

Course Level SLOs have been finalized. Certificate and Degree level SLOs have been finalized for about 60% of the departments programs.

Data collection procedures have been developed and tested. They will be implemented this academic year. We are on target to complete collection this year. Next year we will focus on analysis and utilization of feedback received.