



**Business Administration Department
Meeting Minutes
August 23, 2013**

1. Call to Order by Ed at 12:20 p.m. Those present were Amrik Dua, Rasool Masoomian, Catherine McKee, Marty Ramey and Ed Estes.
2. New Faculty Positions for Economics and Paralegal/Business Law were discussed. Ed will make revisions to the applications and e-mail to members of the department over the weekend so that they may be submitted to the Dean during the first of the following week.
3. Faculty Peer Evaluations: Ed reminded the Department members that we are in Year 2. Both Amrik and Ed will need to be visited and since Rasool will be on Banked Leave in the Spring Semester, it is advisable that we do the reviews this Fall.
4. Spring Schedule: The Winter and Spring 2014 schedules were shared with the members of the Department for changes and corrections before they are to be submitted to the Division Office for the First Download.
5. Requested Meeting Visit from the new Associate Dean: Jennifer Galbraith has requested to meet with each department this semester. It was unanimously agreed to invite Jennifer to an upcoming meeting.
6. ADA Statement in your Syllabus: All members were reminded to include a statement concerning students with disabilities in their Fall 2013 syllabus if they have not already done so. Ed sent an e-mail out to all department faculty of model language to include in the syllabus.
7. Budget Items for 2013-14: The Department approved Ed's request to bring back a proposal for a new photocopier/fax/scanner with enough trays to dedicate to MSAC stationary and letters to be housed in the 18-19 hallway. Joe Vasquez will research this and Ed will bring back a proposal at a future meeting.
8. Work/Study Student Requests: Department members were reminded to utilize the services of student workers in the Division Office as they do have extra time to assist faculty on projects. Ed did submit a request last Spring for a student worker this year.
9. Meeting Dates for Fall 2013: It was felt that the best day to hold Department Meetings would be the fourth Thursday at 3:00 p.m. Department members will check their calendars and confirm.
10. Assignments: The following faculty assignments were confirmed:
 - a. Academic Senate – Ed
 - b. Faculty Association – Rasool
 - c. Building Committee – Catherine
 - d. Budget Committee - Marty
 - e. Library Advisory Committee – Catherine
 - f. Paralegal/CDPIE Partnership – Catherine
 - g. Paralegal Society – Marty reported the Paralegal Society's elections did not result in sufficient numbers of officers to enable the club to operate this year, but he will look at reviving the club next year.

- h. Insurance Committee – Rasool
- i. SIFE/Business Club – Amrik
- j. International Student Task Force – Amrik
- k. Senate Scholarship Committee – Amrik
- l. Shared Governance Committee – Amrik

11. The meeting was adjourned at 1:00 p.m.; the next meeting date will be on Thursday, September 12, 2013 at 3:00 p.m. in Room 18-15.