



**Business Administration Department  
Meeting Minutes  
December 11, 2013  
12:15 p.m.-1:00 p.m.**

1. **Call to Order:** Ed Estes called the meeting to order at 12:15 p.m. Those in attendance were Amrik Dua, Rasool Masoomian, Catherine McKee, Marty Ramey and Ed.
2. **Modifications to the Paralegal Program:** Marty discussed the following modifications to the Paralegal Program:
  - a. Increase PLGL 38 from 2.0 credits to 3.0, bringing the degree to 36 credits
  - b. New certificate program of 30 hours, to include:
    - i. PLGL 30 Introduction to Paralegal/Legal
    - ii. PLGL 31A, B Legal Analysis and Writing/Advanced Legal Analysis and Writing
    - iii. PLGL 33A, B Civ Pro I/II
    - iv. PLGL 35A, B Law Office Procedures/Automated Law Office Procedure
    - v. PLGL 37 Tort Law
    - vi. PLGL 38 Employment and Ethical Issues in Paralegalism
    - vii. PLGL 39 Contract Law
  - c. ADR course to Community Ed
  - d. Prerequisites:
    - i. Make BUSL 18 a prerequisite to BUSL 19
    - ii. ENGL 68 eligibility should be required for BUSL 19 and 20 (advisory now)

After some discussion, the Department approved the suggestions unanimously with the one suggestion by Ed that BUSL 18 be an advisory to BUSL 19.

3. **Paralegal Society Update:** Marty announced the Society in formation will be meeting next week and expect to be operational in Spring 2014
4. **Four Year Course Reviews:** Amrik has submitted the course reviews for BUSC 1A and BUSC 1AH and they are now at Stage 3. Since no changes have been proposed for these two course, the department voted to keep the keep the courses same.
5. **Assignments**
  - a. Faculty Association –Ed confirmed that he will serve as the Department’s representative during Rasool’s banked leave absence in Spring 2014.

- b. Budget Committee – Marty reported on the Committee’s Strategic Plan and again reminded the Department of the importance of including budgetary needs into E-PIE.
  - c. Paralegal/CDPIE Partnership – Catherine announced that the group will be holding a workshop on December 2<sup>1st</sup> at Mt. SAC.
  - d. Library Advisory Group - Catherine attended the Library Advisory Group meeting on December 2<sup>nd</sup>. The librarians encouraged all faculty to recommend the library's information competency workshops to their students. The workshops will help students formulate research questions and do research in a variety of sources. The library has moved to a different catalog system, which scans the Mt. SAC catalog as well as neighboring college catalogs. The system is so new that there is really not much feedback on it. Students can now reserve library study rooms online. The library's periodicals room will now be a quiet study area.
  - e. Business Club – Amrik discussed the Club’s field trip on November 26<sup>th</sup> to the Federal Reserve in Los Angeles.
  - f. International Student Committee – Amrik gave an update on the successful International Education Week held last month.
6. **Adjournment** – There being no other business, the meeting was adjourned at 1:15 p.m.