



Business Administration Department Meeting Minutes October 24, 2013

1. **Call to Order**
The meeting was called to order by Ed Estes; those in attendance were Catherine McKee, Rasool Masoomian, Marty Ramey and Jennifer Galbraith. Amrik Dua was attending a conference and could not attend.
2. **Program Analysis**
Jennifer explained the Program Analysis and asked for a written update on both the Paralegal and Real Estate Programs. Ed and Marty agreed to get something to Jennifer next week.
3. **Community College Law School Track**
Marty gave an update on the Community College Law School Tracking; everyone one agreed that this was an exciting program to guarantee a seat in a top law school for community college students who participate in the program. The Department endorsed Marty and Catherine's efforts and felt that this program would be much more successful if the new law/paralegal position was filled.
4. **Adjunct Faculty Evaluations**
Ed reviewed the adjunct faculty evaluation list and made assignments to the members for adjunct faculty to be evaluated.
5. **Four Year Course Review**
Ed will ask Amrik to conduct the four year course reviews of BUSC 1A and BUSC 1AH.
6. **New Requisition Process**
Ed explained the new processes for requesting items and new equipment.
7. **Upcoming Scheduling**
Ed went over the course scheduling dates:
 - a. Spring 2014 2nd Rollover Submitted
 - b. Summer Rollover: due November 13th
 - c. Fall 2014 Rollover: due November 27th
8. **Ed announced the Business Division Holiday Party will be on December 5th at 2:30p in 19B-3; there will be no cost this year to attend the party.**
9. **Department Chair Elections**
Ed announced that he was not interested in serving as Department Chair next year. After some discussion, Catherine agreed to consider serving as co-chair with Ed. Negotiations on this will continue.

10. Assignments

- a. Academic Senate – Ed updated the Department on issues discussed at the last two Senate Meetings.
- b. Faculty Association / Insurance Committees – Rasool gave a report on the new dental plans, the department preferred Option 2.
- c. Budget Committee – Marty reported the committee has not met since the last meeting.
- d. Building Committee – Catherine gave a brief update on the building.
- e. Library Advisory Committee – Catherine stated the committee has not met since our last meeting.
- f. Paralegal/CDPIE Partnership – Catherine reported the partnership continues to meet on the first Saturday of the month.
- g. Paralegal Club – Marty stated that student focus groups have started meeting in hopes of reactivating the club in spring or fall 2014. About 30 students have participated.

11. There being no other business, the meeting adjourned at 4:30 p.m. and everyone wished Jennifer a happy birthday. Ed will poll the members about the next meeting, tentatively scheduled for Thursday, November 21st at 3:00 p.m. in 18-15.

###