



**Business Administration Department  
Meeting Minutes  
September 12, 2013**

1. Call to Order: Ed called the meeting to order at 3:30 p.m. Those in attendance were Catherine McKee, Amrik Dua, Rasool Masoomian, Marty Ramey and Ed Estes.
2. Faculty Peer Evaluations: Ed passed out a schedule of his classes asking if Rasool, Amrik and Catherine would sign up to evaluate him for his Year 2 Evaluations.
3. Adjunct Faculty Evaluations (handout): Ed reviewed the adjunct professors who need to be evaluated this year; discussion ensued on who would be doing classroom visits.
4. Four Year Course Review: it does not appear that any courses in the Business Administration Department need to be reviewed this year; Ed will verify this with the Division Office.
5. Department Budget: Support to purchase a new printer/photocopier was given with the suggestion to see who would be moving in to Lisa Ledebouer's office and since the printer/photocopier would have interdepartmental use, some Division funding might be available. Other requests were for markers, pens and Scantron answer sheets and computation sheets. Ed will order these through the Division.
6. New Faculty Position Requests: A final review of the new faculty position requests were made by the Department members; Ed stated he would submit the requests following the meeting.
7. Faculty on Advisory Committees: After some discussion of the purpose of Advisory Committees (to provide industry perspective to the college) and concerns that adjunct faculty sometimes offer an instructor perspective rather than an industry perspective. It was decided that as a policy, it is preferable not to have adjunct professors on advisory committees and if they do participate, it is done on a limited basis.
8. BUSS Transfer to Accounting and Management: Ed stated that since he will not continue next year as Department Chair, he was uncomfortable signing a letter of support of sending the BUSS program to Accounting and Management. The Department expressed continued reservations about transferring BUSS to Accounting and Management. Based on the Department's concerns, Ed will be submitting the following letter to the Division Office:
9. Assignments
  - a. Academic Senate – Ed reported on today's activities at the Senate Meeting.
  - b. Faculty Association – Rasool reported that the FA has a new president, Lance Heard and volunteers are being sought for the new vice president.
  - c. Budget Committee – Marty reported on his first meeting of the committee.
  - d. Building Committee – Catherine reviewed what occurred over the summer.
  - e. Library Advisory Committee – Catherine: no report.
  - f. Paralegal/CDPIE Partnership – Catherine reported the next meeting will be on September 21<sup>st</sup>
  - g. Insurance Committee – Rasool reported on the Dental and Vision Plans.
  - h. SIFE/Business Club – Amrik stated the club has met and elections are occurring.
  - i. International Student Task Force – no report.
  - j. Scholarship Committee – Amrik reported they will not meet until the end of the semester.
  - k. Shared Governance Committee – no report.

10. There being no other business the meeting was adjourned. – Next Meeting Date: October 24, 2013 at:  
3:00 p.m. in 18-15.