



Business Administration Department Meeting

June 13, 2014

3:00 p.m. – 4:30 p.m.

1. The Meeting was called to order by Ed Estes. Those present were Amrik Dua, Catherine McKee, Marty Ramey, Abby Wood, Shanti Atashpoush and Jennifer Galbraith
2. The Department welcomed the newest employee of Mt. San Antonio College and the Department: Abby Wood
3. Mt. SAC E-mail Smart Phone Access: Shanti demonstrated and assisted some members with accessing the College e-mail system via smartphone.
4. New Building Furnishings: Catherine reminded everyone to complete the Furniture Programming Sheets for their discipline and return them as soon as possible.
5. Student Learning Outcome Assessments and Data Entries: the department agreed to implement two new SLOs in PLGL 31B (Advanced Legal Analysis and Writing):
 1. course completers will earn certification in WestlawNext
 2. course completers will earn certification in Lexis/Nexis for Paralegals

The SLOs will be assessed in PLGL 31B assuming they remain offered, for free, by Westlaw and by Lexis. The program faculty reserve the right to change or delete these SLOs depending on employment market demand, etc. Catherine agreed to add the SLOs to Tracdat.

Ed announced that all BUSR SLO assessments have been entered with the exception of BUSR 81 which will be done next week.

Marty announced that all BUSL and PLGL class SLO assessments have been administered, data entered into Tracdat, and use of results analyzed and entered (active classes only). The PLGL program SLOs were assessed. The data is still being analyzed and will be entered into Tracdat shortly.

The department agreed that since SLO assessment had gone so well this year, that no changes are needed in the BUSR, BUSL or PLGL SLOs for the upcoming year. The program faculty will continue to assess the SLOs, to enter the data, to analyze the results, and make any changes if necessary.

6. State Bar Membership Reference: Ed asked if it would be better if department members of the bar were listed as: Member, California State Bar rather than State Bar Association. It was agreed that the following listing additions be recommended for next year's catalogue:
 - Catherine McKee: Member, State Bar of California
 - Edwin Estes: Member, State Bar of California
 - Martin Ramey: Member, State Bar of California & North Carolina
 - Abby Wood: Member, State Bar of California, Colorado & Texas
7. Other Business: Jennifer commented on end of year items and wished everyone an enjoyable summer
8. Adjournment to Commencement