



Business Administration Department Meeting Minutes February 20, 2014

1. Call to Order

The meeting was called to order by Ed Estes at 12:20 p.m.; those in attendance were Catherine McKee, Amrik Dua and Ed. Marty Ramey was unable to attend due to the Division Meeting running late and a previously scheduled Cohorts Meeting to begin at 1:00 p.m. Rasool Masoomian was excused as he is on Banked Leave this semester.

2. New Law Professor Search

Ed Updated the Department on the new law professor search. It was unanimously agreed the committee should be the following individuals (anticipating Jennifer Galbraith will be hired as the Associate Dean)

- Ed Estes
- Catherine McKee
- Marty Ramey
- Jennifer Galbraith

And then, in order of preference and if necessary, Ed will contact the following faculty members to see if they would be willing to serve on the interview committee:

- Rich Patterson
- Terri Faraone
- Sandra Weatherilt
- Jean Metter

3. Four Year Course Reviews

Amrik will be meeting with Jennifer next week to discuss the updates to BUSC 1A and BUSC 1AH.

4. Reassigned Time

The Department reaffirmed unanimously the Reassigned Time for the Real Estate Coordinator should remain at 6 LHEs.

5. Flex Day

Ed reminded everyone that Friday, February 21st was the "Optional Flex Day" on campus with a Division Wide Meeting following in the afternoon. Both Amrik and Catherine announced they both had previously scheduled activities out of town and would be attending. Ed announced that he would be attending the California Community Colleges Real Estate Educators' Meeting in San Diego all day and would not be attending either.

6. Reserving Rooms

Ed introduced the new policy of reserving rooms at least two weeks in advance for activities other than scheduled classes. Rooms may be reserved on a continuing basis for clubs that meet regularly. Amrik announced that he will no longer be serving as the advisor for the Business Club.

7. Budget Spend Down

Ed asked for specific items needed and that all requests need to be made prior to next Wednesday, February 26th. Amrik mentioned he will need a calculator and Catherine needs additional printer cartridges.

8. Low Enrollment Courses for Spring

Low class enrollments were discussed and which classes are subject to being cancelled for low enrollment.

9. Upcoming Scheduling

The Summer 2014 Schedule was discussed. Catherine and Marty will review what additional classes could be added for Summer; Ed thought an additional BUSR 50 could be offered on campus. Amrik asked to teach two classes, BUSC 1A and 1B, on campus and Rasool had asked Ed earlier about teaching two D.L. classes: BUSC 1A and 1B.

10. Adjournment

There being no other business, the meeting adjourned at 1:00 p.m. Ed will poll the members about the next meeting, tentatively scheduled for either Thursday, March 13th or 20th in the afternoon in 18-15.

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