



**Business Administration Department Meeting  
May 22, 2014**

1. **Call to Order** – Ed Estes called the meeting to order at 3:00 p.m. Those in attendance were Amrik Dua, Catherine McKee, Marty Ramey, Joumana McGowan and Jennifer Galbraith. Rasool Masoomian was excused due to being on banked leave.
2. **Department Chair Elections** – Joumana informed the Department that Ed’s evaluation as Department Chair went well and he was eligible to continue as Department Chair, but stated that there were no nominations for Department Chair; Ed confirmed that he was not interested in continuing as Department Chair. Catherine suggested Rasool as Department Chair but Joumana stated that Rasool could not be nominated since he was not present. Therefore, administrators from the Division will assume the interim role of chair for the coming year, working closely with the Real Estate and Paralegal Programs to ensure continuity of programming and administrative and managerial support consistent with the current structure of the division and these programs. Neither the Real Estate nor the Paralegal Programs envision any impact as a result of shifting this role to the division."
3. **Winter and Spring Schedule Update** – Ed reviewed the Winter and Spring 2015 schedules with the Department.
4. **New Law/Paralegal Professor Position Update** – Ed announced that interviews were scheduled to begin the first week of June and it was hoped that we would have a new hire prior to Commencement. Marty Ramey and Catherine McKee are also serving on the committee.
5. **Student Equity Plan** – Marty discussed what had occurred during the last meeting of the Student Equity Plan.
6. **Four Year Course Review Update** – Amrik stated that the review for BUSC 1A and BUSC 1AH had been completed.
7. **Assignments**
  - a. **Academic Senate** – Ed updated the Department on the approval of the new AT Degree in Business, Syllabus recommendations, and Committee Appointments.
  - b. **Faculty Association** – Ed updated the Department on Insurance for adjuncts and Association discussion on “bullying”.
  - c. **Building Committee** – Catherine updated the Department on the new building and recommended all members visit the furniture display in Building 23.
  - d. **Budget Committee** – Marty updated the Department on the discussions at the Committee as well as the new reorganization with a faculty co-chair (Richard McGowan).
  - e. **Association of Legal Professionals** – Marty announced that club elections would be occurring next week.
  - f. **International Students** – Amrik updated the members of what the committee’s work on student surveys and recognition.
  - g. **Scholarship Committee** – Amrik reported on his work reviewing scholarship applications.

8. **Other Business** – There being no other business, the meeting was adjourned. The next meeting will be on June 13<sup>th</sup> at 3:00 p.m. at Applebee's in Walnut.