



Business Administration Department Meeting Minutes April 23, 2015

1. **Call to Order:** Ed Estes called the meeting to order at 3:00 p.m.; those in attendance were Amrik Dua, Catherine McKee, Rasool Masoomian and Marty Ramey. Abby Wood was excused due to her attendance at the American Association for Paralegal Education (AAfPE) Conference in Portland, Oregon.
2. **Division Update:** Ed updated the members of the Department on the announcements of the previous week's Department Chair/Coordinator Meeting.
3. **Textbook Orders:** The requested text books for the Fall, 2015 Semester were reviewed and discussed. For BUSC 1A/B, adjunct professors, they will have a selection of three preselected textbooks used by our full time professors. This limited selection should make it easier for the bookstore to have the books available and simpler for the students.
4. **Department Chair Nominations:** Ed reminded everyone that nominations for Department Chair were now open and he is willing to serve again pending a satisfactory review. However, he made it clear that he would be thrilled to allow another member of the Department to serve as Chair next year.
5. **Banked Leave Request:** Rasool announced his retirement following the 2016-17 school year and requested that he be allow to take the entire 2016-17 school year (fall and spring semesters) as banked leave. The Department unanimously approved his request and congratulated him on his tenure at Mt. SAC. Ed stated he would sign off on the necessary paperwork as Chair to facilitate Rasool's request.
6. **Adjunct Evaluations:** The evaluations and scheduling of adjunct professors were discussed and Amrik volunteered to visit Professor Inman's escrow class on Wednesday evening, April 29th.
7. **Winter 2016 Rollover:** The Winter 2016 Schedule was distributed and approved.
8. **Spring 2016 Rollover:** The Spring 2016 Schedule was distributed and approved.
9. **E-Pie Report:** The 2014-15 E-Pie Report was discussed and approved. Ed stated he would submit the final report to the Division Office next week. Ed also thanked Abby, in absentia, for her efforts in gathering the data, and putting the report together.

10. Committee Reports

- a. Catherine reported on the items discussed at the recent Institutional Review Board meetings. She also updated the Department on the Library Advisory Committee: the Periodicals Room has been converted to a quiet study room. There may be extended hours during spring finals for the spring. The librarians have been purging old parts of the collection, with input from area faculty.
- b. Rasool gave an Academic Senate Report. Items discussed were the recent Putting on the Hits show, past reports of sexual assaults, potential adjunct professor pay raises, and efforts to get students more involved in campus activities.

11. **Adjournment:** The meeting was adjourned at 4:30 p.m. The next meeting will be on Thursday, May 28th in 18A-6 at 3:00 p.m. The major item on the agenda will be the election of Department Chair; Dean Galbraith has been invited to attend.