



Business Administration Department Meeting February 20, 2015

1. Call to Order: Ed Estes called the meeting to order at 12:00p, those in attendance were Amrik Dua, Catherine McKee, Rasool Masoomian and Abby Wood. Marty Ramey was attending a Faculty Association Conference and was excused from the meeting.
2. Division Report
 - a. Ed discussed enrollment numbers and that there may be counting of students during the first week of classes. The safe number seems to be 27 but classes with enrollment numbers between 20-27 are hoped to be allowed.
 - b. Office hours are to be posted on office doors during the first two weeks and submitted to the Division office along with class syllabi.
 - c. E-Pie will be due in April so our March meeting will be largely devoted to updating this document.
 - d. The voice mail has been updated and faculty is reminded to update their recorded answers and greetings.
 - e. School Dude is replacing EIWOS; both Ed and Marty will have access to School Dude; faculty with repair and maintenance items should direct them to Ed.
3. Discipline Reports
 - a. Economics
 - b. Law
 - c. Paralegal
 - d. Real Estate: Ed suggested we might want to discuss linking PLGL 40 with the real estate program since this class is now approved by the Bureau of Real Estate for real estate applicants and it could increase the enrollment numbers. Ed also brought up the possibility of including BUSR 50 as a Paralegal elective.
4. Summer/Fall Scheduling: Ed will forward the first downloads to full time faculty as soon as they come out so they can be proofed before the schedule is confirmed by the adjunct faculty.
5. Student Grievances: Ed suggested that if a faculty member is replying to a disgruntled student, to cc Ed in the reply. This will give Ed a heads up should the student make a formal complaint to the Department Chair.
 - a. Rasool mentioned that Robert Stubbe came in to his classroom to make a computer repair last semester. During Robert's visit, Rasool felt his demeanor was rude and the Division's support staff should have the classroom computers ready at the beginning of the semester. Ed stated he would bring this matter up with Jennifer Galbraith.

6. Evening Assignments: The Department discussed the new policy of full time faculty teaching evening assignments and it was recalled last May, 2014 that then Dean Joumana McGowan stated that an office hour to 7:10p would satisfy the new requirement of an evening presence on campus.
7. Committee Reports:
 - a. Amrik discussed his involvement with student disciplinary hearings over the winter.
 - b. Institutional Review Board: Catherine's confirmation to the IRB is pending.
8. Adjournment: Ed adjourned the meeting at 1:25p; the next meeting is anticipated being held on March 26th at 3:00p in Room 18-15.