

Business Administration Department Meeting Minutes

August 22, 2014

- 1) **Call to Order:** The Meeting was called to order by Jennifer Galbraith at 2:50 p.m.
- 2) **Those in attendance:** Amrik Dua, Catherine Mckee, Edwin Estes, Marty Ramey, Abby Wood, and Rasool Masoomian.
- 3) **Assignment of note taker:** Since the note taker is supposed to be a tenured faculty member as Ed reminded, the note taking assignment was decided to be on a rotating basis among tenured members only. Rasool was assigned to be the note taker of this meeting.
- 4) **Review/ Approval of previous meeting:** The meeting minutes of June 13, 2014 without any changes was approved by all members.
- 5) **Action Items:**
 - (a) **New Faculty Request:** The Draft Form of Request for Faculty Position in Economics for fall 2015 was distributed by Jennifer, discussed and approved by all members as a replacement position for Glen Vice and Jim Ford (1/2) each. It was suggested that BUSC 1A-H and BUSC 1B-H to be added to Course IDs of the Request.
 - (b) **Budget:** Source allocation of the budget should be appropriated by Dean Galbraith; while the needed supply list for fall semester 2014 and winter semester 2015 to be submitted by all members in the next Department Meeting. As for spring semester 2015, the needed supply list should be submitted to Jennifer by February 1st, 2015. Ed offered to distribute some leftover supplies of pens, makers, Scantrons, etc. to members who need any of them right away.
 - (c) Jennifer mentioned that she will take care of Marty's requested lap top computers for PLGL.
- 6) **Tenure Committee:** Catherine and Ed volunteered to be members of Abby's tenure track (probationary) committee for four years.
- 7) **Class Cancellation:** Jennifer indicated that fall 2014 classes with low enrollment of 19 or less students will be cancelled starting on Monday. She also predicted that some sections of BUSC 1A and BUSC 1B classes will be dropped in spring 2015.
- 8) **Reports:**
 - (a) **Academic Senate:** Given the days/time of Senate Meetings, we may end up having a senator at large represent our Department.
 - (b) **Faculty Association:** Catherine volunteered to represent the Department in Faculty associations.
 - (c) **Department Chair/Coordinator:** Jennifer reemphasized that since the Department of Business Administration have no Chair, she should be considered as the coordinator assigned by the Dean of Business.
- 9) **Adjournment:** The meeting was adjourned at 4:00 p.m. The next meeting will take place on Thursday, September 11th at 3:00 p.m. in 18-15.