

Mt. San Antonio College
Department of Business Administration
Meeting Minutes
October 23, 2014

Present: Jennifer Galbraith, Catherine McKee, Abby Wood, Amrik Dua, Edwin Estes, Jr., Rasool Masoomian and Martin Ramey.

Call to order: Jennifer called the meeting to order at 3 p.m.

Assignment of notetaker: Marty volunteered to take minutes for the meeting.

Review/approval of September 25 Meeting Minutes: Approved.

Action Items:

- **Department Chair elections.** Jennifer mentioned that the department could hold elections for a mid-year chair, effective Spring semester. Catherine nominated Ed; Amrik seconded. The contract requires two weeks between nominations and an election. As there will be no department meeting November 6 due to Jennifer's absence and Marty, Catherine and Abby being at a conference for the American Association for Paralegal Education, Jennifer suggested voting electronically, and everyone agreed. Jennifer will prepare a ballot and e-mail to faculty members on the afternoon of November 6 for voting on the 7th. She will close nominations on the morning of November 6, so if anyone else would like to run, please contact her by then.

Ed had questions about the deadline for Spring semester schedule changes due to his running for chair. Jennifer will discuss this information with Linda and get back to Ed.

- **BUSL 18 Curriculum.** Catherine reported that we have now submitted BUSL 18 for C-ID BUS 125 approval twice, but have not received it because it does not match the C-ID description. Specifically, BUSL 18's outline does not cover the subject of sole proprietorships. Catherine asked for consensus to amend the outline to include the topic in order to get approval. Everyone agreed. The Paralegal Advisory Committee has also agreed to the change to match the C-ID course. Once amended and once approved, this should allow us to offer the AS-T degree. The department also agreed not to remove any subjects presently covered in BUSL 18 to avoid affecting UC and CSU transferability.

Related to BUSL 18, Ed has a student who is pursuing a real estate degree. The student wants credit for Legal Environment of Business from Rio Hondo and previously requested a variance for BUSL 18, which was denied. Ed does not have a problem with him using that course at Rio Hondo as the BRE accepts that course for that real estate degree. Marty mentioned that the form allows a one-time acceptance. The only issue is that somehow should the student decide later to obtain a PLGL degree, that he will not receive credit for BUSL 18 at Mt. SAC. Jennifer will investigate how to proceed so that he can receive credit for the class from Rio Hondo and report back to Ed.

Catherine will move other changes to BUSL 18 and PLGL 30 forward as soon as Marty finalizes the minutes from the Advisory Committee meeting.

- **Adjunct Evaluations.** The department is presently conducting evaluations of adjuncts. Ed mentioned it would be nice to deploy online evaluations for non-rehire right adjuncts. Jennifer suggested that the faculty talk to the Faculty Association to discuss having all evaluations administered online. Catherine has completed three of her four evaluations, and both Abby and Marty have their last classroom evaluation tonight. Rasool and Amrik are also on schedule. Jennifer reminded everyone that we need to give the adjuncts at least 2 days' notice before an evaluation.

Jennifer reported that the MOU for adjunct evaluations/rehire cycles has been approved.

Reports:

- **Academic Senate.** Michael Sanetrick will be reporting to the department on the Senate. Marty asked what the process was to have one of our adjuncts attend Senate as our potential representative. Since Michael is currently doing this for us, it is not needed this semester. When Michael sends Jennifer his written report, she will forward that to the department. Rasool will be serving as our representative in the Spring.

The Executive Board is in the process of ranking positions to be considered for hiring and will meet with AMAC shortly. The Senate has launched a couple of task forces, including the CTE Enhancement Fund as well as a task force on the new bachelor's degree initiative.

- **Faculty Association.** Catherine reported that a majority of the members voted for the MOU on adjunct evaluations. Lance Heard will be stepping down as President in December, and Eric Kaljumagi will step into the vacant position. Joan Sholars has been nominated to replace Eric; Joan has been active with the FA and the statewide association for some time. Anyone interested in serving or nominating anyone else for the VP position should do so before Nov. 4. On another note, the Association and the District are employing interest-based bargaining during the coming negotiations instead of the traditional bargaining. Jennifer noted that she was excited about doing interest-based bargaining training in January. The district is paying for her and the district's other representatives while CTA will cover the expenses for the Association's representatives. Catherine passed around the draft of the Academic Calendar for 2016-2017 for faculty members to review.
- **Department Chair/Coordinator.** We will soon begin planning Summer 2015 and Fall 2015 schedules. There is currently no permanent plan with respect to the transition of the Dean in the Division. Joumana will become acting Executive Dean on Nov. 13, but will not transition until after Jennifer returns from her absence. When Jennifer returns, Joumana will move over. The college will then fly the position and do so quickly.

- **EIWOS.** The college is moving to a new system for orders which will have the department chairs as the primary requesters for maintenance requests. Division staff will also have access to inputting and approving orders. Ed asked whether the new system could avoid a second level approval for some requests, e.g., simple things like a backup in the restroom, etc. Jennifer noted that safety and emergency issues should be called in rather than put into EIWOS. Although we do not know the date of the transition, we can go ahead and enter any items, even if they have a low priority.

The new doors in Buildings 17 and 18 are going to be painted at night. There will be one person painting and the doors must remain open to dry - this will occur after 10:10 p.m. There will also be a security person with the painter.

Other: Jennifer shared a request from UCSB to articulate with its ECON 9 - Introduction to Economics with Rasool and Amrik. Both felt that since we do not offer an equivalent to that, it would not be appropriate.

Book orders: Jennifer discussed the process of Economics adjuncts ordering different texts. It makes it harder and more expensive on the students if they transfer from one section to another or if they take a different professor to retake the class. Jennifer asked that Amrik and Rasool to consider adopting a department text, and then if someone wants to use a different book, they could consider it.

We need to get book orders in by November 21. Orders are due before that to the Division Office by November 17. If these are sent before the 10th, they can be sent to Jennifer; afterwards, please forward them to Joumana. Rasool and Amrik agreed to take the orders for their respective courses.

Next meeting: Nov. 13, with Joumana facilitating the meeting. Amrik will not be in attendance due to another engagement (advisory committee).

Amrik recently attended an international economics conference in Santa Clara for two days and enjoyed it, thanks to funding from POD. He enjoyed reading papers and discussing them with other attendees. Jennifer suggested that everyone to go to POD for funding C&T, as that process has been initiated.

Catherine recently attended the Strengthening Student Success the conference in Costa Mesa, thanks to funding from the Title V grant. There was some good discussions on using technology in the classroom. Catherine will send the link to everyone for the materials.