

Mt. San Antonio College
Department of Business Administration
Meeting Minutes
September 11, 2014

Present: Jennifer Galbraith, Amrik Singh Dua, Ed Estes, Rasool Masoomian, Catherine McKee, Marty Ramey, Abby Wood

1. Call to order. Jennifer called the meeting to order at 3:04 p.m.
2. Assignment of note-taker: Catherine volunteered to take minutes for this meeting.
3. Review/approval of August 22 meeting minutes. The August meeting minutes were approved with a minor correction to the spelling of Catherine's last name (McKee).
4. Action Items:
 - a. Spring Schedules: Amrik asked that we all receive a copy of our spring schedules and Jennifer agreed to provide them.
 - i. PLGL/BUSL. The division received Marty's addition of one section of each B classes, and lowering the class size to 21 (these changes would also apply to the A classes in fall). The classes will be restricted access (for Cohort students) until two weeks before the semester starts, at which point they would open to the non-Cohort students. This has been approved by Joumana. Computer classrooms will be needed.
 - ii. BUSR. Ed is maintaining the number of BUSR 50 classes. Ed is proposing his hybrid class Mondays 3:00 – 6:10, second eight weeks. Ed is considering participating in the cohort program, if it is still available and will contact Lisa Rodriguez to discuss this possibility.
 - iii. BUSC: Jennifer wondered if Rasool or Amrik would be willing to serve on the academic senate next semester. Rasool agreed and asked if his conflicting class (TTh 11:30 – 12:55, BUSC 1B) could be made online and changed to 1A in order to open up his schedule for senate and Jennifer agreed to consider it. Rasool and Amrik agreed that we have too many 1B classes.
 - b. Supply requests: Department members should review Mary Ann's supply book and let Jennifer know what we need in the next week. Jennifer will order next Friday.
5. Reports:
 - a. Academic Senate: Rasool will serve as our department's senator starting in the spring.
 - b. Faculty Association: (Catherine)
 - i. Meetings re role of department chair. Input wanted. Contact Catherine for times, dates, and places for these meetings.

- ii. Political Action Committee. This committee needs a member. Please contact Eric Kaljumagi if you are interested.
 - iii. The association distributed information on the upcoming election. If you'd like to see this information please contact Catherine.
 - iv. Department input is needed on the MOU regarding rehire rights for adjunct faculty members. (See below.) Jennifer will circulate an electronic copy so the department can consider it and tell Catherine how to vote at the next rep council meeting.
- c. Department Chair/Coordinator: (Jennifer)
- i. Campus involvement is encouraged. Thank you to Rasool for stepping up and assuming the role of senator for our department starting spring semester.
 - ii. SLOs. Make sure you're entering your data in Tracdat. Ed requested guidelines for how to best write our *use of results*. Jennifer suggested that Ed contact Don Sciore (dsciore@mtsac.edu). Catherine administered the first program SLO of the year for the paralegal program during the first week of Intro. Marty proposed having an SLO meeting for adjuncts. Jennifer said this was a good idea and told Marty to get in touch with Don Sciore for funding for this.
 - d. Adjunct evaluations. This process has changed because the contract has changed. There are now classroom evaluations every year for adjuncts without rehire rights, but rehire rights can be granted in eight semesters rather than ten. An MOU has been proposed to cover this. People with fewer than three years will follow the new process. People on years four and five will follow the old process. Jennifer suggested we start evaluating people in year one and year two right away since they'll have to be evaluated anyway. Student evaluations must be done by end of 12th week.
6. New Business
- a. Curriculum update, PLGL 30 (4-year review): approved.
 - b. Curriculum update, BUSL 18: approved.
7. Other. Conference and travel funding may be available. POD is devising an application process for this funding. Amrik wants to apply for funding and Jennifer suggested contacting Stacy Gutierrez, the Director of POD.
8. Next meeting: Thursday, September 25 at 3:00 p.m. in 18-15.
9. Adjournment. The meeting adjourned at 4:02.

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Meeting Minutes
September 25, 2014

Present: Jennifer Galbraith, Amrik Singh Dua, Ed Estes, Rasool Masoomian, Catherine McKee, Marty Ramey, Abby Wood, Franny Chan (Adjunct)

1. Call to order: Jennifer called the meeting to order at 3:00 pm.
2. Assignment of note-taker: Amrik volunteered to take minutes for the meeting.
3. The September 11 meeting minutes were approved.
4. Jennifer distributed the adjunct faculty evaluation sheet. Amrik volunteered to evaluate Michael and Rasool volunteered to do evaluations on Ahmad and Franny. The student evaluations need to be done by a full-time faculty member for the adjunct faculty with no rehire-rights. Evaluations need to be done for each preparation.
5. Jennifer asked the faculty members to turn the book orders in for the winter 2015 semester by the end of the next week. Jennifer to provide blank book order forms.
6. There was no academic senate report available.
7. Catherine reported that the Faculty Association had not met after the last department meeting but she thanked the department members for giving their input to vote on MOU discussed in the September 11 meeting.
8. From the department chairs / coordinators meeting, Jennifer reported that the division voted and ranked the faculty hiring list. The Economics position was ranked 5.
9. Other: Jennifer shared Mt. SAC Articulation Request Forms from CSU Fresno for Business Law, Economics, and Statistics and asked Marty, Catherine, Rasool, and Amrik to respond.
10. Amrik announced that the tutorial center is looking for a tutor in economics.
11. Library Legal Collection: Marty and Catherine have been working closely with the librarians as they cull the legal collection of outdated books. Deb Distant has been very responsive and the process is going very well.
12. Title V Paralegal Cohort:
 - Smaller class limits have been approved for the spring B classes (PLGL 31B, 33B, and 35B), and the classes are being scheduled and staffed.
 - Catherine is awaiting final approval of the most recent Cohort information sheet, so she can distribute it to students and share it with the campus community, including counseling. Cohort #2 will require that students take all three A classes simultaneously, followed by all three B classes the following spring. This will be the only way to get the seat guarantee.
 - Catherine has scheduled a computer classroom in mid-November so she can take her Intro students to sign up online. She will also visit Lee Paige's (the night Intro instructor) class to publicize the Cohort to his students.

- Our new Cohort budget includes an additional \$3,000 for sets of loaner textbooks for the B classes this spring and the A classes next fall.
- In October Catherine will attend the Student Success Conference, funded by Title V.
- In November Catherine and Abby will attend the American Association for Paralegal Education National Conference, also funded by Title V. Marty will also attend this conference.

13. Next meeting: October 9.