MINUTES

Department Chairs & Coordinators Attendance:

☐ Fawaz Al-Malood	☒ Ed Estes	☒ Ralph Jagodka	☒ Doug Hughey
☒ Lis Eatman	☒ Martin Ramey	☒ Brenda Domico	☒ Darlene Landeros
☒ Maria Davis	☐ Vic Zamora	☒ Carol Impara	☒ Tony Henry
☒ Lisa Ledeboer	☒ Barry Andrews		

Guest(s):
☒ Linda Monteilh
☒ Joe Vasquez

Facilitators:
☒ Ginny Burley
☒ Jennifer Galbraith

Recorder:
☒ Karen Newsome

"Educating the mind without educating the heart is no education at all."
Aristotle

ITEM	DISCUSSION
1. Enrollments A. College Issues	Jennifer announced that Mt SAC has seen a 2.6% decrease in enrollments this term, college-wide. However, it is projected that we will reach our 4% target for overall growth this year due to increased enrollment in the SMR 14 and WTR 15 Intersessions. This decrease could be due to the decrease in new students as well as the increase in the economy. In addition we are seeing low evening enrollments across the college. Ginny discussed various limits of enrollment and the challenge of balancing enrollments with productivity, as well as meeting the specific course requirements in CTE areas for completion.
B. Division Issues	The Business Division's fill rate is at 87.4% as of today, with 73 FTES less than last spring and 443 sections; down from 448 sections on Tue, 2/17/15 (=SPR 13 level). The College's target per class is 75% enrollment, with a Division overall percentage of at least 85%. There is strong recognition in the Division that classes with less than 75% may need our support, but we must have a rationale to keep these lower enrolled classes, for example, a capstone course in a CTE program. Jennifer distributed a spreadsheet listing SPR 15 sections that were cancelled, as well as classes on the watch list and others that meet the enrollment standard as of today, but will need close monitoring to catch any that have significant drops due to no shows

	on the first day of class. Ginny encouraged Chairs/Coords to let their faculty know what the enrollment priorities are in order to have more balanced registration and maintain more viable class sections across the schedule. Faculty should take students wanting to add, but should also be mindful of low-enrolled sections. Ginny also encouraged programs to develop CTE recruitment strategies, with the possibility of VTEA funds being available for this purpose.
2. Scheduling(Summer 2015, Fall 2015)	Jennifer reminded Chairs/Coords that when scheduling for SMR/FALL 15, they should follow the faculty contract guidelines which state that, if a course is offered as distance learning, a traditional section must also be offered, together with the Division guidelines of a hybrid section being made available before a fully online section. SMR 2015 – first download is scheduled for Tuesday, 2/25/15. Please note that minor edits can be sent directly to Linda, Karen or Julie, but scheduling changes should be sent to Ginny & Jennifer first for their approval before they can be made in Banner. FALL 2015 – we are requesting a preliminary schedule on Wed, 3/4/15 that will go out to you for review, prior to the first download on March 17th. This will allow us to look at faculty load in detail.
• Degree/cert completion	Jennifer announced that it is now possible to have automatic issuance of a certificate or degree through DegreeWorks, if the students have declared that degree or certificate as their goal. She reminded the group that if they have a set of classes they want to track in order to identify students near completion of a certificate or degree, they should send that list to her so IT can set up a special report for their use. This report provides contact information for students that meet the criteria set.

3. Department Chair Training
   A. ePIE (new form demo)
   B. Sandbox
	Jennifer reminded the group of the contract requirement for department chairs to attend 4 hours of training each academic year and encouraged the group to register through POD for one of the many activities scheduled for Professional Development Day on Friday, February 20th, as well as throughout the term.

	She highlighted the following options:
	ePIE Form Training: A new ePIE form has been designed by Don Sciore and Meghan Chen for use this year; it includes features that enable it to serve as a tool to document and track planning for each program and department. Joe Vasquez demonstrated the new form; he has preloaded equipment purchases made for each program/department, including those funded through lottery and VTEA. There is also an online tutorial available on use of the new form. Chairs are encouraged to start early as their department members and advisory board members should be participants in the planning process. Jennifer would like to have completed Dept ePIE forms by the end of April, but they are due by May 15th at the very latest. **Decision Support (Sandbox)Training** is also available for department chairs through POD. This valuable data resource can provide historical and current enrollment data to inform decisions regarding scheduling. **Title V CTE Programs Faculty Retreat and Workshop**: The Title V Grant is sponsoring this interactive retreat on Friday, March 20, 2015, 8:30 A to 3 P at the Kellogg West Conference Facilities at Cal Poly Pomona. Please refer to the informational flyer handout, also emailed to you and your faculty and sent to campus mailboxes, and RSVP at your earliest convenience to http://tinyurl.com/TVCTEFAC2015. The decision to schedule a Division Retreat to review and prioritize Business Division goals is pending the hiring of the new Dean, projected submission for approval at the May 27th Board of Trustees Meeting.
4. Curriculum 4 Year Review Update	Jennifer reviewed the 2/6/15 Memo sent by Michelle Grimes-Hillman, Emily Woolery and Dr. Irene Malmgren to the Academic Senate re: Four-Year-Review and Outcomes Assessment (Implementation of AP 4020), along with the listing of courses that completed full cycle of outcomes assessment as well as those that did not complete the full cycle of SLO assessment. Only 7 Business Division courses are included

	on this last category of courses. In addition, she provided an informational list of the current Business Division proposals in the and at what stage. Courses Past Due and Due for Review by May 31, 2015 list, are **due to Jennifer by May 1st**, *with Advisory Board and Department Minutes to reflect action* in order to meet the May 31, 2015 deadline. It is important to note that changes to CTE courses or new courses must be discussed in your Advisory Board meeting to document approval of the action taken. This is also necessary for courses proposed for deletion. Be sure your Advisory Board Minutes identify the specific course names reviewed as well as action taken. All Advisory Board Minutes are to be emailed to Mary Ann in the BusDiv Office; she is responsible for posting them on the Business Division homepage.
5. School Dude	The EIWOS system for submitting work orders to Facilities and Maintenance has been replaced by "School Dude." The primary difference is that it limits access to the work order system, in order to reduce duplicate or conflicting requests. Access to School Dude has been limited to Dept Chairs & Coords (for classroom work orders, especially), Business Division Computer Staff, Foods Lab Technician (Selene) and Business Division Office Staff (Linda, Mary Ann, Liz and Karen). Linda reviewed the process, as outlined on the handout distributed.

6. Budget
   • Spend down
 	
   • ePIE purchases
	The Division is currently in spend down mode, and working with Fiscal Services to move and combine account balances in order to maximize the Division's financial resources.
	
	Due to the unexpected availability of $1.3 million for instructional equipment and other college one-time purchases, we were given 24 hours to submit a list of items already identified in ePIE as Division needs, for consideration by the Instruction Office and less than 4 days to provide a quote for those items. With that information readily available, we were fortunate to receive approval to purchase the top three priorities listed for the division.
	
	Again, this illustrates how critical it is to take the time to identify your specific program needs in

	your ePIE, as this document continues to be the basis for prioritizing need and assignment of funds, as they become available.
7. New Voice Mail System	Linda noted that a new Voice Mail System was implemented during the WTR 15 Intersession. Please be sure your faculty set up their voice mail on this new system, following the instructions on the handout distributed, in order to clarify communication with faculty, staff or students who are trying to reach them.
8. Syllabi & Office Hours	Syllabi and Office Hours are due to the Division Office by the end of week 2 (Friday, March 6th). Email your office hours to Linda and submit your syllabi to BusDivSyllabus@mtsac.edu. Note that Mary Ann will review adjunct syllabi for contact information (ie, how they can be reached).
9. Dual Enrollment Project	Agenda Item postponed to the March 5, 2015 Dept Chairs & Coords Mtg Agenda. (Read the President's Cabinet Mtg Notes for preliminary information.)
10. Other	No additional items discussed.

SPR 15 Department Chair/Coordinator Meetings:
March 5 (HOLD) 3-4:30 PM
March 19, 3-4:30 PM
April 2 (HOLD) 3-4:30 PM
April 16, 3-4:30 PM
May 7 (HOLD) 3-4:30 PM
May 21, 3-4:30 PM
June 4 (HOLD)