

Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING
 Thursday, March 5, 2015
 3:00 p.m. 19B-3

MINUTES

Department Chairs & Coordinators Attendance:

<input type="checkbox"/> Fawaz Al-Malood	<input checked="" type="checkbox"/> Ed Estes	<input checked="" type="checkbox"/> Ralph Jagodka	<input checked="" type="checkbox"/> Doug Hughey
<input checked="" type="checkbox"/> Lis Eatman	<input checked="" type="checkbox"/> Martin Ramey	<input type="checkbox"/> Brenda Domico	<input checked="" type="checkbox"/> Darlene Landeros
<input type="checkbox"/> Maria Davis	<input type="checkbox"/> Vic Zamora	<input type="checkbox"/> Carol Impara	<input checked="" type="checkbox"/> Tony Henry
<input checked="" type="checkbox"/> Lisa Ledeboer	<input type="checkbox"/> Barry Andrews		

Guest(s):

☐ Mary Ann Mulvihill
☐ Linda Monteilh

Facilitators:

☒ Ginny Burley
☒ Jennifer Galbraith

Recorder:

☒ Karen Newsome

***“It is the mark of an educated mind to be able to entertain a thought
 without accepting it.”***
Aristotle

ITEM	DISCUSSION
1. Enrollments	<p>Jennifer announced that, as of today, the overall SPR 15 enrollment for the Division reflects an 88.1% fill rate and she routed an ARGOS report with SPR 15 enrollment data listed by department and course. A sincere effort was made by both Ginny & Jennifer to stay on top of enrollment numbers and communicate any concerns to Department Chairs and Coordinators and to support keeping CTE classes especially, when several fell below 65% and could be balanced with a number of classes that were overcompensated. In addition, they expressed appreciation for the department support that has been proactive, with instructors calling in low show rates, when they occurred.</p> <p>The college experienced large growth in SMR & WTR 14 and needs to continue to grow, but wisely, so we look at the classes in highest demand and factor that in to our decision making so we don't create a sense of frustration and low morale for students who cannot get in to classes that they need. As well as looking at the student's ability to complete the program in a timely manner. Ginny & Jennifer ask that you get a consensus within your departments and then advise the Dean & Assoc Dean on options that will work better for the programs and their faculty.</p>
2. Scheduling <ul style="list-style-type: none"> • Summer 2015 • Fall 2015 	<p>SMR 15 – Linda, Julie & Karen will distribute the upcoming download scheduled for Tues, 2/25/15, for your review and feedback.</p> <p>FALL 15 – the first pre-download will be run on</p>

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	Monday, 2/24/15, and sent to each of you for review. The FALL 15 schedules you submitted have been fine-tuned and informed by enrollment experiences of this past academic year.
3. ePIE	In follow-up to the introductory demonstration of the new ePIE form, Jennifer announced that she would prefer to have your program ePIE's by the end of April, and <u>no later than Friday, May 15th</u> . Please feel free to contact her if you need any ARGOS reports to complete this process. In addition, she noted that if your ePIE includes any technology requests, it should be expressed in a way that is not too detailed, so that any potential lag between identifying the need and the opportunity to submit an order inadvertently restricts your options to maintain currency in the program.
4. Curriculum Deadlines	All curriculum additions/changes/deletions are due to Jennifer by Friday, May 15 th , so she can meet the 5/31/15 deadline to submit to the Instruction Office. Be sure to include SLO's and enter them in TracDat.
5. Dual Enrollment Project	<p>Ginny announced that the Dual Enrollment Project has been set as a priority at Mt SAC and across the State. President Scroggins has worked with Dan Smith on this and they would like to have at least 4 programs offering dual enrollment courses this Fall 15. Many departments have high school teachers working as adjunct faculty at the College who are teaching classes that articulate. Identify these courses first and concentrate on options that would give students a head start on general education classes.</p> <p>The high schools haven't all been identified, but Covina-Valley High School will be part of the program. Again, the plan is to start this project by Fall 2015.</p>
6. Adjunct Evaluations	Linda will email Dept Chairs, Co-Chairs and Coordinators with a list of their adjunct faculty needing evaluation for the SPR 15 term.
7. University of La Verne Agreement	<p>The College has signed an agreement with the University of La Verne to offer a Bachelor of Arts degree in Business Administration on the MSAC campus. ULV representatives have been in touch with students who expressed interest in the program and are targeting older students (23 or older) who have an AA degree, preferably from MSAC, with the most applicable AA in Liberal Studies with an emphasis in Business Administration or our proposed AS-T.</p> <p>These classes are projected to start in FALL 15 if they can get a cohort of 15 students processed. Subsequent terms may add a second cohort. The model they are using is comparable to the SIU program, with hybrid classes meeting 2 hours in the evening for 10 weeks. ULV will offer 44 units of upper</p>

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	<p>division level courses.</p> <p>Concerns regarding possible impingement of courses offered through the Accounting & Management Programs were discussed, with Jennifer noting that community colleges are not authorized to teach upper division level courses and offering to distribute the list of courses that will be offered. It was also noted that a potential problem for students would be that Financial Aid will only be available from one college.</p> <p>Joumana McGowan is the campus administrator for this joint venture.</p>
8. Testing for Online Courses	<p>Jennifer announced that the Learning Technology Center has been getting classes for finals and noted that there is an issue with the availability of space for finals. In the future, the DL committee is looking at ways to alleviate this huge burden. Some of the possibilities are to schedule your final like an introductory meeting and the instructor being on campus to monitor the final, or to give the final online.</p>
9. Budgets	<p>The 2015-16 Status Quo Budget was just sent out to Chairs and input is due to Jennifer no later than Tuesday, 3/17/15. This budget cycle, we are having to do 3-year review and need to justify any unspent balances or transfers for the previous three years.</p>
10. Seniors Day – 3/12 & 3/13/15	<p>Jennifer announced that Registration forms to participate in the Seniors' Day Resource Fair on 3/12 & 13 from 12:30-1:30 PM (see attachments) are due to the High School Outreach office by Friday, 3/6/15.</p> <p>Brenda noted that the Accounting Finance Club will be participating. If your program needs a table covering for events like this, please contact the Division office.</p>
11. Adjunct Hiring Pool	<p>Jennifer distributed an attachment delineating the Adjunct Pool Recruitment and Selection Overview process, as approved by the Instruction Team on 11/21/14. Please ensure that your Department/Program has set up adjunct pool recruitment with HR, that can be used to either establish a new pool or draw candidates from an existing pool to meet expected, immediate or emergency needs.</p>
12. CTE Faculty Retreat & Workshop: <i>Fri, 3/20/15 (9A-3P, Kellogg West Conference Center, CPP)</i>	<p>Jennifer encouraged Chairs/Coords to attend the upcoming CTE Faculty Retreat and Workshop on Friday, 3/20/15 at the Kellogg West Conference Center on the campus of CalPoly Pomona (see handout for additional details). This retreat is in follow up to the retreat held for CTE Counselors and gives faculty the opportunity to identify challenges in how the CTE programs are being represented in counselors'</p>

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	<p>interactions with students and to clarify the support needed from Counseling.</p> <p>A third retreat is being planned to bring CTE counselors and faculty together to further better understanding of the challenges faced and to forge a stronger partnership for increased student success.</p>
13. Other	<p><u>Courses Not Available for Special Admit Students</u> – Jennifer distributed a handout entitled “Course list not available to Special Admit Students” (=HS students, less than 18 years old) and asked Chairs/Coords to review the list for currency. Please send any revisions to her by next week (3/12/15).</p> <p><u>EEO Training Available through POD</u> – Jennifer encouraged Chairs/Coords and their faculty to take advantage of the multiple sessions of EEO training being offered through POD. EEO training is now being required for participating on hiring and selection committees, to be updated every year.</p> <p><u>Emergency Drill – Tues, 3/17, 8A – 12N</u> – In follow up to campus announcements, Jennifer reminded the group that an Emergency Preparedness Drill is scheduled for Tues, 3/17/15 between the hours of 8A – 12N. Neither the building(s) selected to participate nor the exact time the drill will commence will be publicized ahead of time. Please have your faculty review emergency evacuation information posted in each classroom.</p>

SPR 15 Department Chair/Coordinator Meetings:

CANCELLED - March 19, 3-4:30 PM
CANCELLED - 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)