Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING
Thursday, April 16, 2015
3:00 p.m. 19B-3

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):	Facilitators:	Recorder:
☐ Mary Ann Mulvihill	☐ Ginny Burley	☒ Karen Newsome
☐ Linda Monteilh	☒ Jennifer Galbraith	

"Education is the most powerful weapon which you can use to change the world."
Nelson Mandela

ITEM	DISCUSSION
1. Business Division Transition	Jennifer expressed her appreciation for the support and well wishes she has received on her recent promotion to Dean, Business Division. She is looking forward to this new role, effective Thursday, May 28, 2015, upon approval of the Board of Trustees. In this transition period, Ginny Burley will be completing a variety of tasks, such as the HRM hiring committee, and will be available to assist Jennifer on special projects, as needed. A Request to Fill the Associate Dean, Business Division position has been submitted and timeframes are pending.
2. Scheduling – after download • Summer 2015 • Fall 2015	VPI office input received confirming class scheduling level for FALL 15, and identifying a need to grow SMR 15 by 8 classes. Jennifer already has 4 classes identified and needs 4 more by this coming Tues, 4/21/15. The group discussed early class cancellations and the importance of being proactive in marketing programs, similar to what ID is starting. Lisa noted that Perkins funds can help with CTE program-specific marketing. The process for class scheduling continues to start with a preliminary schedule that is rolled from the prior year's correlating term, which will be modified and returned to BusDiv staff to enter in Banner before the first download. The first download will be made available to you to check for accuracy of data entry, and to provide edits and changes to scheduling staff for inputting before the 2nd download. Only data entry corrections will be allowed to the 2nd download.
3. Advisory & Department Minutes	Advisory & Department Minutes are now posted online, so be sure to send your Advisory Minutes to Mary Ann and your

	Department Minutes to Linda, in the BusDiv Office, as soon as possible. With the College's upcoming accreditation, it is critical to have these minutes available on a timely basis. Advisory minutes must include the list of those invited as well as attendees. A recommended format of advisory meeting agenda/minutes was presented. Note: Monthly activities and deadlines will also be posted online, as follow up to end of May distribution of a list of the upcoming academic year's assignments and deadlines.
4. ePIE	Jennifer noted that ARGOS reports with data for ePIE are currently reported as Fall-Spr, and the Instruction Office has asked IT to make the report available by term, including WTR and SMR. Chairs/Coords provided input on use of the new form. Completed form due to Jennifer by May 15th, with resources identified by 5/31.
5. Institutional Level Outcomes	Faculty Senate defined Institutional Level Outcomes were reviewed and discussed. There is going to be a requirement to work with SLO, PLO and ILOs. Jennifer stated that more information would be given later.
6. Adjunct Evaluations	Jennifer reminded the group that the H8 Adjunct Faculty Summary form must be reviewed with the Dean/Associate Dean prior to meeting with the adjunct faculty member. She encouraged the group to discuss difficult situations with her in advance and reminded them that classroom evaluations should be reviewed with the faculty member within two weeks of the classroom visit.
7. Department Chair Training: Online Faculty Evals, Thurs, 4/23/15, 1-3 PM (register through POD)	Jennifer strongly recommended the upcoming Dept Chair Training for Online Faculty evaluation, which also provides 2 hours toward the required Dept Chair training.
8. CourseLeaf Demonstration: Tue, 4/21 @ 1:30 PM	Reminder of email announcement sent to all Dept Chairs and Co-Chairs. CourseLeaf may replace WebCMS as well as the catalogue and scheduling software, so this is an opportunity to view and provide input into the system. Please reply to Sally Fenton in the VPI Office.
9. Other	No additional announcements or business from the group.

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