

Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING
Thursday February 20, 2014
10:30 a.m. 19B-3

MINUTES

Department Chairs & Coordinators Attendance:

<input checked="" type="checkbox"/> Fawaz Al-Malood	<input checked="" type="checkbox"/> Ed Estes	<input checked="" type="checkbox"/> Tom McFarland	<input checked="" type="checkbox"/> Doug Hughey
<input checked="" type="checkbox"/> Lis Eatman	<input checked="" type="checkbox"/> Martin Ramey	<input checked="" type="checkbox"/> Brenda Domico	<input checked="" type="checkbox"/> Kathy Watanabe
<input checked="" type="checkbox"/> Maria Davis	<input checked="" type="checkbox"/> Vic Zamora	<input checked="" type="checkbox"/> Carol Impara	<input checked="" type="checkbox"/> Tony Henry
<input type="checkbox"/> Lisa Ledebor	<input checked="" type="checkbox"/> Barry Andrews		

(excused – conference)

Guest(s):

☒ Mary Ann Mulvihill
☒ Linda Monteilh

Facilitators:

☒ Joumana McGowan
☒ Jennifer Galbraith

Recorder:

☒ Karen Newsome

“If everyone is moving forward together, then success takes care of itself.” Henry Ford

ITEM	DISCUSSION
1. Enrollments (Spring 2014 & Summer 2014-growth)	<p><u>SPR 14:</u> Joumana announced that enrollments are soft, with the # of student applicants to the college down by 5,000. For Spring 2014, enrollment in the Business Division looks good as a whole, reflecting growth, in spite of challenges in individual programs. Thanks to all the departments who stepped up to the plate and added classes as others were cancelled due to low enrollment. Kudos to CHLD for adding 6 classes in a 48-hour period! Joumana will meet individually with the Dept Chairs/Coords who still have some classes with low enrollment at the end of the meeting. Final numbers will be available after the first 2 weeks of the term when census occurs.</p> <p><u>SMR 14:</u> The division needs to grow enrollments by 66 FTES in SMR14, but we are shooting for growth of 80 FTES. Identify your enrollment growth by next Thursday, 2/27/14, and email them to Joumana and Jennifer. Plan to add 2 sections of your most popular classes in each discipline, with CHLD adding 3 sections. Encourage disciplines to add more sections rather than less.</p> <p>Note that when assigning instructors for these additional sections, rehire rights refer to all “terms” (including SMR & WTR). References in the contract to “semesters” refer to the major Fall & Spring terms.</p>
2. Schedule Production	Schedules will now be based on student need and demand. Effective, FALL 14, we will roll the schedule from the prior academic year’s term to the next academic year as a starting point (ie, Fall 13 – Fall 14). Exceptions will be

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	<p>new classes that will be added in and classes that did not fill which will be deleted, after discussion with the specific Dept Chairs/Coords for that program. Jennifer noted that implementing the rollover makes it even more critical to follow the scheduling matrix when creating your class schedules.</p> <p>Thanks to Daniel Lamoree, in IT, who developed the “sandbox” database, we can now analyze enrollments by course sections, programs, discipline and division. This system will be used to help with analyzing our projected growth for future semesters.</p> <p>Marty asked if it was possible for Dept Chairs/Coords to do evaluation of their program’s classes. Joumana & Jennifer noted that the “Sandbox” program can provide department course information for the past 3 years and project expected FTES, based on that history.</p>
3. Hiring Update	<p>Joumana announced that the Business Division will be hiring for the following positions in the SPR 14 term: Business Division Associate Dean (permanent), Assistant Director for the Child Development Center (CDC), and a full time Foods Lab Technician. In addition, with appreciation to Irene Malmgren and Bill Scroggins for their support, we will be filling two faculty positions: one in Management and the other in Law.</p>
4. 1 st Day Rooms (Spring 2014)	<p>With the opening of the new Child Development building (Bldg 73) in the WTR 14 intersession, a significant number of classroom changes have been made for SPR 14. These changes will be posted on the classroom doors, but we ask that you instruct your faculty to give students additional time to get to the first class meeting before dropping them, as they may be walking from Bldg 20 to Bldg 73.</p> <p><u>Note:</u> The 20-5 classroom will continue to be a lecture classroom assigned to the Business Division and 20-7 has been changed to a restricted computer room that can hold classes up to 47 students.</p>
5. 4 Year Review Update	<p>Jennifer received an updated list of Business Division courses for 4 year review in 2014 (see handout) and noted that the Senate is in the process of changing the deadline for ALL courses to May 31, 2014. In addition, she reminded the group that CTE courses must be reviewed in Dept and Advisory Board meetings and action documented by specific course in the Minutes of those meetings. (Refer to CTE template for Advisory Board Minutes, distributed in FALL 13.) Jennifer will be checking for an electronic version of those minutes before she will do the Division-level review of the course.</p> <p>Joumana announced additional curriculum changes that are pending include transferring BUSS courses from Business Administration to Management, effective Fall 14</p>

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	and the potential transfer of Education courses from Psych and Education into Child Development. Irene Malmgren will be making that decision soon.
6. Appendix E	Reassigned Time Positions listed in Appendix E of the faculty contract are reviewed annually. This review is due by the end of the 3 rd week of the SPR 14 term (= by Fri, 3/14/14 this year) and may result in increase or decrease of reassigned time LHE or addition/deletion of positions, as needed. <u>Note:</u> Grant positions are not included in this review.
7. SLO & GEO Assessments	<p>With accreditation approaching, the District is especially concerned about progress on SLO's for certificates and degrees (see handout). Items marked with an "X" need attention. If you have questions or concerns about your certificates/degrees as listed, contact Jennifer or Jason Chevalier directly.</p> <ul style="list-style-type: none"> • Kathy & Doug noted that the Certificate: Family Child Care – L1316 should have been deleted. • Brenda & Tom noted that Accounting & Management Department data is missing on the GEO Report Summary. • Lis noted that the GEO Summary columns need to be updated to reflect "0 of 0."
8. AS-T Update	<p>The list of possible AS-T degrees is posted on the Chancellor's Office website. Jennifer reported that the Early Childhood Education AS-T went up to level 5 and a TMC (transfer model curriculum) for a Child Development AS-T is in the loop, which includes many Psych courses. Also in development is an AS-T degrees in Business Administration. A TMC for Nutrition and Economics are being developed.</p> <p>The State legislature is pushing for the development of AS-T degrees if the Transfer Model Curriculum (TMC) has been approved for a specific program or area. Jennifer and Joumana will meet with Tom Mauch in Counseling to discuss their concerns, especially related to problems with recommending students what degrees to take.</p>
9. Budget (Spend-Down)	Joumana reminded Dept Chairs and Coords of the Friday, February 28th deadline to spend their 2013-14 funds. On Monday, March 3 rd , any remaining funds will be consolidated and used to meet Business Division priorities.
10. Emergency Preparedness Drill	An Emergency Preparedness Drill is scheduled for Tuesday, March 18 th , between 9:30A-12N that will include both "evacuation" and "stay in place" drills. Please let your faculty know of this upcoming drill so they do not schedule a test or significant activity that could be compromised if they have to evacuate. Jennifer referenced the updated Building Evacuation Plans for each of the Business Division Buildings (see handouts) with the exception of the new Child Development Building 73 and the new portables

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	<p>21J & 21I. She is working on getting the plans for these classrooms and setting up the evacuation plans for them.</p> <p>The Emergency Preparedness Information sheets and Escape Plan will be posted in each classroom, with the exceptions noted above. As additional information is available, Jennifer will distribute updates to you.</p>
11. Waitlist Augmentation	<p>Joumana reported that the VPI is suggesting that the waitlist be increased to 25 seats, instead of the current 10 seats used for most courses. After discussion, the group recommended to adopt the increase, effective SMR 14.</p> <p>The question was raised if another section will be opened if a waitlist for a specific class is full at 25 seats, and Joumana replied not necessarily – that decision would be based on additional factors other than waitlist seats alone.</p>
12. Reserving Rooms	<p>With the beginning of the SPR 14 term, Jennifer reviewed the process established to reserve BusDiv classrooms (see handout) using the automated room reservation system developed by Robert Stubbe and Mark Conrad.</p> <p>The system is accessible to PT & FT faculty, and requires 2 week advance notice. Requests are approved at the dept and division levels, with default actions established after 2 business days (approved if no dept chair response; denied if no division office response). Limits are established for between 2 and 4 reservations per semester. For standing meetings or reservations exceeding these limits, please go through the Division Office staff (Linda Monteilh).</p>
13. Advisory Meeting Minutes to be submitted to Mary Ann as soon as Minutes are approved	<p>Reminder: be sure to submit an electronic copy of your Advisory Board Meeting Minutes to Mary Ann Mulvihill in the Business Division Office as soon as they are approved. She will then forward them to the Instruction Office, which tracks compliance in this area.</p>
14. Travel Funds for Faculty	<p>A number of FT faculty have not used their \$200 travel allotment. If your faculty does not need to use these funds, please ask them to let other department faculty know so we can ensure that the funds are used to support faculty travel.</p> <p>In addition, the Business Division has around \$2,000 budgeted for travel that can be used on a discretionary basis. To make the best use of these funds, we are limiting the number of faculty going to the same conference/seminar and will need justification to support requests for multiple faculty to attend the same conference/seminar.</p>
15. Other	<p>The college is participating in the San Gabriel Valley Career Pathway Grant, which focuses on CIS, HRM and Health. It would provide approximately \$25,000 per program and is more of an articulation agreement for high</p>

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	<p>school programs. As part of the application process to reflect community connections and support, please submit a list of your Advisory Board members to be included in the grant application.</p> <p>Joumana announced that she will be hosting a BBQ this SPR 14 term at their home, either the 1st or 2nd week in May. Retirements for Paul Hischar, Bonnie Jeffers and Kathy Watanabe will be recognized at that event. The Division Office will send a "hold the date" email for this event when the specific date has been confirmed.</p>
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Future Department Chair/Coordinator Meetings:

March 6 (HOLD) 3-4:30 PM

March 20, 3-4:30 PM

April 3 (HOLD) 3-4:30 PM

April 17, 3-4:30 PM

May 1 (HOLD) 3-4:30 PM

May 15, 3-4:30 PM

June 5, 3-4:30 PM (HOLD)