

Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING
Thursday March 20, 2014
3:00 p.m. 19B-3

MINUTES

Department Chairs & Coordinators Attendance:

<input checked="" type="checkbox"/> Fawaz Al-Malood	<input checked="" type="checkbox"/> Ed Estes	<input 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		

Guest(s):

☐ Mary Ann Mulvihill
☒ Linda Monteilh

Facilitators:

☒ Joumana McGowan
☒ Jennifer Galbraith

Recorder:

☒ Karen Newsome

“Don’t worry about failures, worry about the chances you miss when
you don’t even try.” – *Jack Canfield*

ITEM	DISCUSSION
1. Enrollments (Spring 2014 & Summer 2014-growth)	Joumana reported that, through SPR 14, the college's overall growth was 4%. An <u>additional</u> 5% growth is planned for 2014-15, with SMR 14 growth counting towards the 2014-15 academic year.
2. Schedule Production	<p>Linda noted that the Chairs/Coords should have received the 2nd download of their SMR 14 schedules, and requested that special attention be paid to the following:</p> <ul style="list-style-type: none"> • <u>Curriculum changes</u> – be sure to communicate that there are curriculum changes that will affect a particular class so that the class gets scheduled correctly in Banner. Generally not a problem if a class is new, but without notifying her, existing classes with significant changes may be scheduled without the changes reflected, resulting in registration problems or errors. • <u>Classes with STAFF</u> – instructor names must be provided for all TBA instructors in SMR 14 by Friday, 3/28/14. • <u>Double-check NOTES</u> - with the new rollover process being used for class scheduling, we have learned that the notes from the prior term's scheduling of a class will carryover in to the term being scheduled. Please pay close attention to making sure that the notes are needed and if so, that they reflect the appropriate information for the new term. <p>Joumana also underscored the importance of catching any inadvertent schedule errors related to times, length of term, and other significant changes as early as possible. With the recent experience of trying to make significant changes to a</p>

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	<p>class after students were registered in the class, and the subsequent negative impact on the students and enrollment, Joumana will <u>cancel</u> a class rather than attempting to make significant changes less than a month from the start of the term.</p>
3. Hiring Update	<p>Joumana reported an update on the status of the 4 positions that have been approved for the Business Division:</p> <ul style="list-style-type: none"> • <u>Foods Lab Technician</u> (FT Classified position) has been flown and closes in about 2 weeks. • <u>CDC Assistant Director</u> (FT Management position) currently editing the job description. • <u>Professor – MNGMNT</u> (FT Faculty position) position has been flown. • <u>Professor – LAW</u> (FT Faculty position) finalizing job description. <p><u>Note:</u> Joumana has requested that the postings be limited to 4 weeks in order to move forward in a timely way. However, as per HR, the posting will be extended if the pool contains less than 20 applicants.</p> <p>In addition, Joumana has arranged for an EEO training session for interested individuals in the Business Division on Friday, April 11, 9:30-11:30 AM. Please let her know if you are interested in becoming an EEO representative and participating in that role on hiring committees in the BusDiv and elsewhere on campus.</p> <p>Jennifer noted that the EEO Guidelines have changed and are more restrictive.</p>
4. E-Pie (forms and timeline)	<p>Jennifer referred to the 12/10/13 memo from Irene Malmgren, VPI & Institutional Effectiveness Committee Chair (see handouts) detailing the PIE process and timeline for the 2013-14 academic year. A copy of the Dept Worksheet (see handouts) was distributed noting that the forms are now available in Word and fillable PDF formats at the url highlighted in the memo. Jennifer will follow up and request that Word format will enable edits.</p> <p><u>Deadline</u> (firm) for completing your department documentation is Monday, June 30, 2014. Email your PIE reports to the BusDiv Dean & Assoc Dean, and to all members of your Dept. In addition, TracDat must be updated for all outcomes assessment.</p> <p>Jennifer underscored that <u>any budget requests must be tied to your ePIE</u> – this includes identified equipment needs, lab supplies, faculty & staff, with projected needs to support program growth or replacement of faculty who have retired. The breakdowns are a little different this year. When requesting student assistant support, Joumana advised caution to ensure that duties are not for clerical work, due to CSEA concerns.</p> <p>Joumana clarified that needs for equipment to furnish the</p>

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	<p>new Business Division Building classrooms, labs and offices are not part of this process as they are covered through the building fund.</p> <p>The Business Division PIE summary will be submitted to the VPI, by August 1, 2014, with copies to Dept Chairs/Coords.</p> <p>For questions or assistance, contact Jennifer directly or Jason Chevalier or Barbara McNeice-Stallard.</p>
5. Department Chair Evaluations and Elections (Process)	<p>Jennifer reviewed the SPR 14 Timeline for Business Division Department Chair Evaluations, Nominations and Elections (see handouts) and noted the deadlines listed.</p> <ul style="list-style-type: none"> • <u>Monday, 4/7</u> deadline for Dept Chairs/Co-Chairs to submit their annual report or self-eval (using H10 form) • <u>Monday, 4/7</u> deadline for FT faculty members to submit their confidential Dept Chair/Co-Chair Peer Evaluation form (H1.b) • <u>Tuesday, 4/22 or Thursday, 4/23</u> – Dept Chair/Co-chairs evaluation mtg with Joumana & Jennifer. Call Karen to schedule a time. • <u>Friday, 4/25/14</u> – call for nominations, with deadline of submission to Dean by Friday, May 2nd. • <u>Friday, 5/16 through Friday, 5/23</u> – schedule a department meeting to hold department elections & notify Joumana and Jennifer to insure their availability to run the election. <p><i>Note: elections for any Coordinator positions in the Department will also be held at that time.</i></p>
6. Basic Skills Committee (CTE Representation)	<p>Joumana announced that there is a need for a CTE representative on the Basic Skills Coordinating Committee. Lisa Ledeboer's term ends on June 30th, after many years of serving on the committee. Meetings are held on the 2nd and 4th Thursdays of the month from 2:30-4:00 PM. Contact Lisa if you have additional questions regarding this assignment (see handout). Please share this information with faculty in your department. Joumana encouraged faculty to consider serving on this committee if they are short on supplemental hours.</p>
7. Budget	<p>Joumana expressed her appreciation for the Chairs/Coords' timely input (due 3/19/14) identifying any changes needed for the 2014-15 fiscal year. Minimal changes were requested and she is in the process of spending any unexpended dept /program funds for 2013-14.</p> <p>In addition, she highly recommends that depts/programs continue to use VTEA funding as an opportunity to augment their budgets, especially since they allow for greater flexibility & creativity in the use of these funds. That being said, your requests for VTEA funding should be conservative and need-based, as they are needing to save 10% of VTEA funds to cover potential funding cuts. VTEA requests will be reviewed by Joumana and Jennifer and any recommendations communicated to the applicants.</p>

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8. Lottery Funds	<p>Jennifer announced that the District is getting increased Lottery Funds for the current 2013-14 fiscal year, in the amount of \$300,000. These funds are for instructional supplies/materials that are consumable and used by students in the class that cost less than \$200 per individual item. Software purchases would also be considered.</p> <p>Requests for these additional Lottery Funds for the <u>current</u> FY are due to Joumana and Jennifer by Tues, 3/25.</p>
9. Distance Learning Evaluations	<p>Karen noted that requests for input on Distance Learning Evaluations for the first 8-weeks of the SPR 14 term were received and responded to individually, with FT faculty and PT faculty with rehire rights given the option of deploying their online student evaluations directly following the instructions provided by Distance Learning, as per their Activating a Student Evaluation for Your Class process (see handouts). Jennifer noted that the faculty-activated process was beta-tested last academic year with volunteers in Yrs 2 & 3 of the Regular Faculty evaluation cycle, with terrific response.</p> <p>We are developing a more streamlined process to be used for the online/hybrid classes that are for the full 16-week SPR 14 term and the 2nd 8-weeks. Joumana noted that the aim is to create a simplified list that would allow BusDiv staff to obtain faculty direction re: their online/hybrid course student evaluations prior to receiving the request from Distance Learning. This will enable BusDiv staff to follow through in a timely manner and to ensure that both Dept Chairs/Coords and Division staff are included in this informational loop.</p>
10. Department Meeting Protocols	<p>Jennifer reviewed a number of items regarding Department Meeting protocol to ensure consistency through the BusDiv and compliance to the Brown Act and Article 10.R of the Faculty Agreement.</p> <ul style="list-style-type: none"> • Department Meetings must be held at least monthly. • All meetings are open. • Adjunct faculty in the department should be invited to the department meetings, allowed to provide input and receive copies of the department meeting agendas and minutes. This can be accomplished by posting the department meeting schedule, agenda and minutes on the department website. • Adjunct faculty in the department have the right to vote (reference 10R in the faculty contract), although how you take that info is determined by the FT faculty in the Department. <p>Joumana underscored that this is part of the College's commitment to shared governance and Jennifer noted that it also creates cohesiveness and loyalty within the Department.</p>

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11. Summer 2014 Teaching Assignments	<p>SMR 14 Teaching Assignment emails will be going out to faculty the first week in April, underscoring the need to send Linda the names of all SMR 14 instructors for classes that are currently listed as STAFF by Friday, March 28! If this deadline is not met, then the chair/coordinator will be responsible for sending email notification to the adjunct faculty member.</p>
12. Power Outage	<p>With recent series of power outages that have occurred on campus, Joumana reminded the group of the following:</p> <ul style="list-style-type: none"> • Faculty do not have the authority to cancel their class or let their class out early in the event of a power outage or other non-life threatening situation and they will be docked pay if they do so without the explicit direction from the President, the Public Safety Director or VP's. • Conversely, if a notice to cancel classes has been sent out on the Emergency Notification System , faculty do not have the option to meet or continue meeting their class. <p>The failure to follow this policy creates liability issues for the College and the instructor, so please make sure that all your faculty are aware of and comply with this policy.</p> <p><u>Note:</u> in the recent power outage, Joumana noted that the emergency lights in 19B-5 were fully functional. She is using available general funds to install emergency lights in other areas throughout the BusDiv.</p>
13. Other	<ul style="list-style-type: none"> • Joumana reminded the group of the Business Division Planning Retreat on Friday, 4/25 from 11:30AM – 2:30 PM at the Kellogg West Conference Center. We will be establishing the goals and budget for the next two years, and will also recognize this year's retirees: Paul Hischar, Bonnie Jeffers and Kathy Watanabe. Invitations will go out on Friday, 3/21, and we expect 50-75 participants. Please RSVP at your earliest convenience. • TB Testing – the LA County Department of Health has inspected work areas on campus and identified 320 individuals to whom they will send letters to their home to notify them that they may have been exposed to TB. If you receive one of these letters, just follow the instructions given. • Email Update – with the recent changes to Luminus, the student emails are going to be changed to gmail. This action should help resolve the current issues.

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Future Department Chair/Coordinator Meetings:

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)