

Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING
 Thursday April 17, 2014
 3:00 p.m. 19B-3

MINUTES
(as revised – 4/23/14)

Department Chairs & Coordinators Attendance:

<input 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 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 type="checkbox"/> Tony Henry
<input checked="" type="checkbox"/> Lisa Ledeboer	<input checked="" type="checkbox"/> Barry Andrews		

Guest(s):

☐ Mary Ann Mulvihill
☐ Linda Monteilh

Facilitators:

☒ Joumana McGowan
☒ Jennifer Galbraith

Recorder:

☒ Karen Newsome

“All progress takes place outside the comfort zone.” – *Michael John Bobak*

ITEM	DISCUSSION
1. E-Pie Process	<p>Jennifer reminded the group that ePIE's are due to the Division Office by Thursday, May 15th, because instructional equipment requests will be prioritized at our meeting on June 5th. It is essential that any requests for instructional equipment (as well as staffing and supplies) be reflected in your ePIE, whether submitting requests for new funding or your VTEA proposals.</p> <p>Of the instructional equipment requests submitted for funds available this current FY, we received approval for some items at the end of the purchasing deadline.</p>
2. Sandbox	<p>Jennifer distributed a spreadsheet summarizing data from the Sandbox, as of this morning, that reflect projected growth by department from FALL 13 <u>TO</u> FALL 14. The goal is to have the Fall term more heavily loaded than the Spring term each year, and FALL14 should be greater than or equal to SPR 14. If you can get additional FALL 14 classes scheduled in order to meet this goal, please let Joumana and Jennifer know as soon as possible.</p>
3. Program Employment Tracking	<p>We will start hearing of the need for CTE programs to have a standard for employment in preparation for accreditation. Please let Jennifer know if you have any existing program employment tracking in place. The budgeting formula is changing, and although we don't have specifics and timeframes, we know that we will need to have data on employment tracking and transfer rates.</p> <p>Kathy noted that current CHLD students are required to work in order to receive a stipend, so they have data on that level.</p> <p>Ed commented that there is a proposal for the Bureau of Real Estate (CalBRE) to provide data of success rates of</p>

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	<p>applicants by school, but so far CalBRE has not given any time frame when this might be accomplished.</p> <p>Since the ABA accreditation of the PLGL Program requires employment data tracking, Marty shared that they use a variety of sources of student information (student phone and email accounts) and online sites such as LinkedIn to contact and collect employment data on their graduates. They track this data by graduating class over multiple years.</p>
4. 4-Year Review & SLO's	<p>All courses (new or 4-year review) are due to stage 5 by 5/31/14! Jennifer stated that when a course gets to Stage 5, it will trigger review by the SLO Outcomes Coordinator to see if an SLO assessment cycle has been completed for that course. If they have not, faculty will have until the following May 1st to make sure it is complete, or the course will be inactivated.</p> <p><u>Note:</u> even adjunct faculty have administrative responsibilities, and need to provide the department with assessment data for their course, if not, then their evaluation should reflect this.</p>
5. Requisition & SPO Process (revised)	<p>Jennifer noted that the BusDiv Requisition Process has been revised (see handout) to include documenting the receipt of items purchased from the SPO: chair to initial receipt and then forward to Division Office for manager approval and forwarding to Fiscal Services for payment.</p>
6. Distance Learning Student Evaluations	<p>With new procedures developed for initiating distance learning student evaluations this SPR 14 term, Joumana & Karen requested feedback from the group on the process. After discussion, it was agreed that online evaluations of online/hybrid classes being taught by FT tenured faculty will be deployed (specify date) unless a faculty member requests that they <u>not</u> be deployed.</p> <p>Distance learning student evaluations for adjunct faculty and probationary faculty will continue being processed as they were this term.</p> <p>The group discussed the ease of using the online student evaluations and noted that they can also be deployed for traditional classes, at the faculty member's request – or by following the self-activation process.</p>
7. BusDiv Retreat – 4/25/14	<p>Joumana reminded the group of the upcoming Business Division Retreat on Friday, 4/25/14 at Kellogg West Conference Center. We expect 39 participants for this working retreat. The theme is “Surf's Up!” so dress comfortably.</p> <p>As the third largest division on campus, we will identify where we see ourselves as we move into our new Business Building, and will work together to identify our top 5 Business Division goals.</p>

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8. Dept Chair Eval and Elections Update	Joumana thanked all members for their timely input in the process of conducting the Dept Chair/Co-Chair evaluations this academic year. Evaluation meetings are scheduled for next week (4/21-25/14) and an email will go out to all faculty on Monday, 4/28/14, to call for nominations prior to the 2014-15 Dept Chair/Co-Chair elections being held between Friday, May 16th and Friday, May 23rd.
9. Dept Chairs Intent to Work SMR 14 w/ Requests for Extension of Special Duty DUE May 1	<p>Karen routed the Dept Chairs/Co-Chairs Intent to Work form for SMR 14 for signature and noted that May 1st is the deadline for Chairs/Co-Chairs to submit their rationale to the Dean for approval for SMR 14.</p> <p><i>*Requests for Extension of Special Duty for SMR 14</i> are also due to the Dean by <u>May 1st, 2014</u>.</p>
10. Mountie Academic Plan (MAP)	<p>Jennifer announced that with the implementation of the Mountie Academic Plan (MAP), the auto award function for student-specified degrees or certificates returned for some students in FALL 13 and for all students, effective WTR 14. She also noted that additional certificates are not auto awarded, due to the potential impact on a student's financial aid status.</p> <p>If you are interested in identifying students who are close to getting a certificate in your program, Jennifer can run an Argos report for you that lists students who have taken a course/or series of courses that you have identified, along with their contact information. Again, students need to be advised to contact Financial Aid and let them know if the additional certificate is not their ultimate educational goal, to make sure they continue to receive financial aid.</p>
11. Adjunct Pool Hiring	<p>Joumana announced that we will be going through HR for adjunct pool hiring. Information on the process and a copy of the Adjunct Hiring template were reviewed (see handouts). Joumana recommends using the online application process and Karen will email the Adjunct Template to the Dept Chairs and Coords.</p> <p>In addition, Karen will contact HR to inquire about the process of updating existing adjunct hiring posts (FCS salary info needs to be corrected) and the possibility of eliminating applications already reviewed. In addition, she will request a SAMPLE posting from HR.</p>
12. Distance Learning Training for Department Chairs and Coordinators – May 1, 3-4:30 PM	As the Division with the most distance learning courses, Mary Johnson, Sandra Weatherilt and Meghan Chen attended our last Dept Chairs/Coords mtg in the Fall 2013 term to present information about distance learning courses and the upcoming college accreditation and to invite faculty to volunteer to have their DL class(es) reviewed during the WTR 14 intersession. Joumana announced that they are returning to report the results of

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	<p>that review and to recommend best practices for DL on Thursday, May 1, 3-4:30 PM in 17-13. They will also explain how you should evaluate a DL course when conducting a peer eval or DL Classroom Visitation.</p> <p><u>Please note</u> that attendance of this training counts as 1 ½ hours toward the required Dept Chair training and can also be used for supplemental hours or the 6 hours required for flex time. An invitation will be emailed to all BusDiv FT faculty.</p>
13. Adjunct Evals – Due date for Division Admin Review of H.8: Adjunct Summary	<p>Jennifer reminded the group that, with the H8 process change requiring Division Administrative input, Chairs/Coords need to review their adjunct evals with the BusDiv Dean or Assoc Dean prior to meeting with the instructor by the end of week 13 (=Fri, May 23, 2014). This can be accomplished by email or by submitting the hard copy for administrative review.</p> <p>Once the individual adjunct evals are returned to you, hold on to them until you are ready to submit <u>all</u> of the adjunct eval packets for your department to Linda in the BusDiv Office prior to leaving at the end of the SPR 14 term. Please do not hesitate to contact Joumana or Jennifer if you have a problem evaluation and would like to get them involved. In addition, if you need assistance in conducting adjunct evaluations, Jennifer is willing to assist in that regard.</p>
14. Academic Senate Syllabus Task Force Recommendations	<p>Jennifer referred to the Academic Senate Syllabus Task Force Recommendations (see handouts) that were approved in Senate. Items that must be on the syllabus are listed on the 2nd page, with additional content for consideration on the 3rd page of the handout. All faculty should have received an electronic version of this information and Dept Chairs/Coords should remind their faculty to incorporate these recommendations. Syllabi submitted to BusDivSyllabus will be reviewed for compliance to the guidelines.</p>
15. Institutional Memberships	<p>A list of the current year's Institutional Memberships was reviewed (see handout) and individuals are requested to notify Jennifer by Mon, 4/21/14 if they used the funds budgeted for their specific membership(s). If not, why? In addition, please indicate if you will continue to need the membership for the upcoming academic year and if there are any institutional memberships for your area that need to be added to this list.</p>
16. Other	<p><u>VTEA Peer Review</u> will be held tomorrow, Friday, 4/18/14, and the reviewer checklist has been updated to clearly assess the program proposals, with the Deans' budget review the following week.</p> <p><u>Senate Executive Board Elections</u> are going on now. Due to the critical decision-making role of that group, we would be well served by the addition of a CTE</p>

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	representative to that committee, and Fawaz Al-Malood is one of the candidates running this year.
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Future Department Chair/Coordinator Meetings:

Distance Learning Training - May 1, 3-4:30 PM (17-13)

May 15, 3-4:30 PM

June 5 (HOLD) 3-4:30 PM