

Business Division  
**DEPARTMENT CHAIRS & COORDINATORS MEETING**  
**Thursday, May 15, 2014**  
**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"/> 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 checked="" type="checkbox"/> Lisa Ledebor	<input checked="" type="checkbox"/> Barry Andrews		

**Guest(s):**

☐

**Facilitators:**

☒ Joumana McGowan  
☒ Jennifer Galbraith

**Recorder:**

☒ Karen Newsome

“Strive not to be a success, but rather to be of value.”  
– *Albert Einstein*

ITEM	DISCUSSION
1. E-PIE	Jennifer reminded the group that their ePIE's, or all funding requests at the bare minimum, are due to her tomorrow, Friday, 5/16/14. Let her know if you need any Argos reports in preparing your report and please send it to her electronically.  <u>Note:</u> Dept Chairs are encouraged to take the Argos Report training that is available through POD, in order to have direct and easy access to the reports.
2. eBrochures & Web pages for Programs	Jennifer announced that the Instruction Office home page will provide links to department and program ebrochures and web pages. Be sure to review your ebrochures for accuracy to ensure that they reflect current degrees and certificates. In addition, double-check your program web pages and work with Robert Stubbe to update information and the look of your web page, as needed.
3. Business Division Goals	Joumana led a discussion of the Business Division Goals identified at the recent Business Division Faculty Retreat on Fri, 4/25/14. After clarifying the intent of goals BD-2 and BD-5, Joumana will reword them to represent Business Division support for Departments in BD-2 and to include Adjunct faculty orientation in BD-5.
4. Class Scheduling Revision Process	Joumana covered a revision of the class scheduling process (see handouts), to be implemented in the WTR15/SPR15 scheduling cycle and maintained for one year. The aim of this process is to reduce the number of changes being made to the rollover schedules. Exceptions would reflect new classes approved through the curriculum process or sections added for growth.

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	After the schedule has been submitted to the Division Office, only edits will be allowed to the 1 <sup>st</sup> download. Only error check corrections will be allowed to the 2 <sup>nd</sup> download, with edits going directly to Joumana and Jennifer for approval. Subsequent downloads will be reviewed by Division staff only. The faculty asked if they can get a report between the 1 <sup>st</sup> and 2 <sup>nd</sup> download and Joumana will look into that with Joe Vasquez.
5. FALL 14 Production Schedule (No changes after 3 <sup>rd</sup> Download)	The FALL 14 3 <sup>rd</sup> download is expected on Friday, 5/16/14, and will be emailed to Chairs/Coords for review and approval as soon as it has been received. Edits/revisions are due back to Linda by the end of the work day, Tuesday, 5/20/14.
6. Classroom Usage	Joumana announced that the college is assessing five computerized systems to evaluate classroom usage, including events. The selected software will evaluate classroom usage on the department and division levels. Classrooms that are not being utilized efficiently will be reassigned to other areas. Joumana encouraged the faculty to utilize their classrooms efficiently.
7. Student Asst Hiring in BusDiv Office	Jennifer announced that we will be hiring another Student Assistant in the Business Division, with Daniel Torres' graduation this term. Please let Linda know if you have any student workers or students that you would recommend for this position.
8. 2014-15 Dept Chairs/Coords Mtg Schedule	Karen noted the attachment distributed with the 2014-15 Dept Chairs/Coords mtg schedule for the FALL 14 and SPR 15 terms. We will continue to meet on the Thursday before the term begins, from 10:30-12N, and hold an all FT Faculty and Staff Business Division meeting from 1:30-3:00 on Convocation Day in FALL 14 and on Professional Development Day in SPR 15. She will send these schedules electronically.
9. New Business Division Building	<p>Joumana expressed appreciation for the dedicated work of the Taskforce in the process of developing the plans for the new Business Division Building (BCT). Because of their investment of time last summer, she has requested that all planning meetings involving the Taskforce are concluded prior to the end of the term. Upcoming meetings the week of 5/19/14 include:</p> <ul style="list-style-type: none"> <li>• The Architectural Team will meet with Lis, Niki, Joumana &amp; Jennifer to develop a professional look for the new building, with various interior finishes options from which each discipline can choose for their space. Joumana will email those options to the Taskforce members.</li> <li>• A meeting with Taskforce members and interested faculty/staff re: furniture, including mock-ups and samples.</li> </ul> <p>In addition, Joumana will email faculty and staff when samples of the furniture options are available in Bldg 23 so they can stop by and provide their review of the various choices.</p>

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10. Academic Senate Awards Event (Wed, May 28 at 3 p.m. in Sophia B. Clarke Theater)	<p>Joumana encouraged faculty to attend the Academic Senate Awards event <b><u>May 28 at 3 p.m. at the Sophia B Clarke Theater</u></b>, where three of the BusDiv retirees (Bonnie Jeffers, Paul Hischar and Kathy Watanabe) will be honored.</p> <p>They will also be recognized at the Faculty Association Tea on <b><u>May 27 at 12 p.m. in the Faculty Association Office</u></b> which is a more informal event.</p>
11. Department Chair & Coordinator Elections	Joumana announced that nominations have been received for the Department Chair and Coordinator elections for 2014-15, which are scheduled next week (week of 5/19-5/23/14)
12. Distance Learning Training (Attachments)	Joumana reported on the recent Distance Learning Training session held on May 1 <sup>st</sup> , and expressed her appreciation for the presentation by Mary Johnson & Sandra Weatherilt. In addition, she expressed her concerns about the upcoming distance learning accreditation and encouraged Chairs/Coords who have adjunct faculty teaching DL classes pass along the attachments and information distributed from the training. She is considering inviting Mary & Sandra to the Adjunct Orientation that is being planned.
13. Other	<p>Joumana announced that the new faculty hire for Management will be going to the Board in June.</p> <p>Lisa Ledebauer announced that Dr. Scroggins has certified the Perkins application, so anticipate that awardees can start spending their VTEA funds, effective 7/1/14.</p>

**Future Department Chair/Coordinator Meetings:  
*June 5, 3-4:30 PM***