

Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING
Thursday, June 5, 2014
3:00 p.m. 19B-3

MINUTES - Revised, 6/9/14

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 checked="" type="checkbox"/> Lisa Ledebor	<input checked="" type="checkbox"/> Barry Andrews		

Guest(s):

☐ Mary Ann Mulvihill

Facilitators:

☒ Joumana McGowan
☒ Jennifer Galbraith

Recorder:

☒ Linda Monteilh

*“My mission in life is not merely to survive, but to thrive; and to do so with
some passion, some compassion, some humor, and some style.”*

– Maya Angelou

ITEM	DISCUSSION
1. New Hires	Interviews were held for PLGL/BUSL Professor and Foods Lab Technician. The two new hires will be announced after the June or July Board meeting.
2. ePIE Requests	<u>Equipment request:</u> Jennifer and Joumana will be making the final equipment rankings based on the input given from each department. The chairs were given until Friday, June 6 to submit their input regarding the rankings by email to Jennifer for consideration before the final rankings are made.
3. Adjunct Faculty Orientation	The Business Division will be hosting an adjunct faculty orientation meeting and are considering either Tuesday, August 19 or Wednesday, August 20. The chairs and coordinators were asked which date would work best for the various departments and what would be a good time for the best participation from the adjunct faculty. It was decided that 6:00 – 7:00 pm August 19 would be the best option. They were advised to email Jennifer and/or Joumana to suggest/request topics they feel should be included on the agenda.
4. FLEX Day (Fri, 8/22/14) & Chairs/Coords Mtg (Thu, 8/21/14, 10:30 A – 12N)	It was decided to change the Chairs/Coords Pre-FALL meeting from Thursday, August 21 to Tuesday, August 19 from 4:00 – 5:30 pm to coincide with the adjunct faculty meeting at 6:00 pm on the same day.

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	At 5:30 p.m. Lisa Ledeboer will be taking the adjunct faculty on a campus tour.
5. Graduation – Fri, 6/13/14	<u>Arrival time for graduation:</u> A reminder was given that arrival time for graduation is 5:15 – 5:30 pm. All were cautioned that the attendance book will be removed at 5:45 pm and the faculty whose names do not appear will be docked accordingly.
6. Dept Chairs for 2014-15	<p>The 2014-2015 department chairs were announced as follows: Accounting and Management, Brenda Domico & Ralph Jagodka; Child, Doug Hughey & Darlene Landeros; CIS, Barry Andrews & Vic Zamora; CSDT, Carol Impara. No nominations were made for Business Administration, consequently Joumana and Jennifer will handle department chair duties for that department.</p> <p>Kathy Watanabe, CHLD, and Tom McFarland, Management were thanked for their service as co-chairs for 2013-2014.</p>
7. Scheduling (incl FALL 14 TBA's)	<p>A list of the Fall 2014 classes with TBA's, instructors was distributed. The list showed all classes were staffed with the exception of some PLGL/BUSL and CHLD classes. Marty explained that they are in the process of interviewing for a fulltime position and that he will be providing the instructor name for those classes as soon as the new hire is Board approved. Doug is working on getting the CHLD classes staffed but is having a hard time due to the added sections and Kathy's retirement. He will report to Joumana asap if any classes need to be cancelled so other departments can be given the opportunity to offer additional section(s).</p> <p>It was also announced that beginning Winter 2015 the division is reducing the number of 100% online sections to be offered and replacing them with hybrid and/or traditional lecture classes. Everyone was advised to set up an appointment to go over their Winter 2015 and Spring 2015 schedules to determine an alternate scheduling option for some of the 100% DL classes.</p> <p>Joumana and Jennifer pointed out that the 100% DL classes have a significantly lower success rate as compared to Hybrid and traditional lecture classes. In addition; out of state applicants must notify and get permission from the state the incoming student resides at a cost to the District. Right now we have no way of tracking the out of state students entering MtSAC.</p>

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8. BCT – furnishings (offices, classrooms and spaces)	A reminder was given to fill out the furniture request form for furniture/equipment preferences and to return it to Gary Gidcumb by Friday, June 13. The form covers the office, classroom and common place area needs/preferences.
9. Other	

Future Department Chair/Coordinator Meetings:
Pre-FALL Mtg, Tues, 8/19 at 4:00 PM (19B-3)