

Business Division  
**DEPARTMENT CHAIRS & COORDINATORS MEETING**  
 Tuesday August 19, 2014  
 4:00 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"/> Ralph Jagodka	<input type="checkbox"/> Doug Hughey
<input type="checkbox"/> Lis Eatman	<input checked="" type="checkbox"/> Martin Ramey	<input checked="" type="checkbox"/> Brenda Domico	<input checked="" type="checkbox"/> Darlene Landeros
<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 Ledeboer	<input checked="" type="checkbox"/> Barry Andrews		

**Guest(s):**

☐ Mary Ann Mulvihill  
☒ Linda Monteilh

**Facilitators:**

☒ Joumana McGowan  
☒ Jennifer Galbraith

**Recorder:**

☒ Karen Johnson Newsome

*“Whatever you can do, or dream you can, begin it. Boldness has genius, power and magic in it.” –Johann Wolfgang von Goethe*

ITEM	DISCUSSION
1. Enrollments (Fall 2014)	<p>Joumana discussed the unusual enrollment patterns for Fall 2014, including soft enrollments leading to class cancellations and instructors being bumped as per contractual procedures. She also noted a change they've seen campus wide with student preference for day classes, then evening classes, and distance learning last. Other possible impacts on the enrollment #'s were also discussed along with the interventions made to minimize their effect.</p> <p>Jennifer reviewed the Fall 2014 Enrollment Analysis handout, summarizing data by the Division, Department and Program levels. She is trying to get approval for Dept Chairs and Coordinators to have access to the Sandbox data in order to see the registration patterns as they occur, which classes and/or sections are getting the most registration attempts, etc. The final drop for nonpayment will occur this Friday, 8/22/14, so Joumana and Jennifer will be monitoring enrollments closely and may have to cancel some sections at the first class meeting.</p> <p>With soft enrollments state wide, Mt SAC is one of only 4 colleges planning on reaching their growth and the BusDiv is the only Division that grew in sections with FTEs growth at this point in time. However, the Fall 14 enrollments will impact WTR &amp; SPR 15 schedules.</p>
2. Schedule (Winter and Spring 2015)	The WTR and SPR 15 schedules were

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	<p>distributed, with the instructions to note edits on the printed schedule and return to Linda &amp; Karen by the end of the 2<sup>nd</sup> week (Fri, 9/5/14). Any addition/deletion requests should be submitted as a spreadsheet to Joumana &amp; Jennifer for their review and approval by the end of the 3<sup>rd</sup> week (Fri, 9/12/14).</p> <p><b>Note:</b> Joumana &amp; Jennifer met with the new Marketing Director, Uyen Mai, and they will be working with her and the department chairs/coordinators in the development of the division marketing plan. Due to the low enrollments this semester, we decided to work with Mrs. Mai in developing an electronic flyer to promote the Fashion program in social media to take place this week.</p>
3. Full-Time Faculty Requests	<p>The Full-Time Faculty Request Memo that was sent out on June 9<sup>th</sup> by the academic senate is due to the Division Dean/Assoc Dean by <b>Thurs, Sept 4<sup>th</sup></b>. We anticipate requests for ECON, FASH, HRM, NF &amp; CHLD. Requests will be ranked at the Sept 18<sup>th</sup> Dept Chairs &amp; Coordinators meeting. It is our understanding that the campus gives priority to replacement positions, then to growth positions. Fawaz is serving on the Senate Executive committee, which also has a role in prioritizing positions campus wide.</p>
4. Budget	<p>Joumana sent out the approved 2014-15 budgets to each department via email on Monday, August 18, with the reminder to spend their funds by <b>February 1, 2015</b>.</p>
5. Business Building Up-Date	<p>Joumana announced that COMPAC has approved the plan for the new BCT &amp; Language Learning Resource Center building and demolition of the tennis courts is scheduled for SMR 2015. Anticipate that it will take 2 years to complete. Color palette boards (warm/cool options) for finishes were displayed and each floor of the building will have a cohesive color palette, alternating warm/cool palettes. (1<sup>st</sup> floor, warm; 2<sup>nd</sup> floor, cool; and 3<sup>rd</sup> floor, warm). Classrooms will have rubber flooring. The new building will give the Business Division 9 additional classrooms, 7 double-occupancy offices and 6 single-occupancy offices.</p> <p>The plans now go to DSA for review, with the potential of interior changes to be made to bring down cost.</p>
6. Division 1.5 hour time block TH:3-4:30	<p>Reminder that no FT faculty should be</p>

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	scheduled to teach on Thursdays between 3-4:30 PM, in order to allow for scheduling of Division meetings at that time. Please double check your Spring 15 schedules to ensure your FT faculty are available at that time.
7. Tenure Track Teams	With two new FT faculty hires, Regina Martinez (Mngmt) in Acctg & Mngmt and Abby Wood (Law/PLGL) in Business Administration, we will need a minimum of 2 FT tenured faculty from each of the departments for each tenure track team. The teams need to be formed by the end of week 3 (Fri, 9/12/14) and the faculty members evaluated by end of week 5 (Fri, 9/26/14).
8. Work Experience-Coordinator	Joumana announced that we have funding through VTEA that can be used to hire a part-time Work Experience Coordinator (19 hours per week). Please let us know if you have any adjuncts working in your areas that would be good candidates for this position. This individual would be hired as a professional expert (\$35/hr) to start as soon as soon as possible. HR experience would be beneficial. Applicants should send their resumes to Joumana for consideration. Joumana or Jennifer will contact HR to inquire about possible limits on teaching load.
9. Faculty Absences	Reminder to let the Division Office know when faculty will be absent so we can make sure the class is posted, and absence forms are submitted. Call the Front Desk x4600 with all absences, leaving a voice message if needed. For requests to post your class <u>after BusDiv office hours</u> , contact the BusDiv Computer Lab at x4701. In addition, faculty should contact their students directly via email through the portal.
10. Evaluation Update-Probationary and Adjunct	There are new faculty contract changes that affect adjunct faculty evaluations moving forward. In addition ALL student evaluations need to be conducted by the end of week 12 (Fri, Nov 14).
11. Office Hours due September 5	Faculty office hours are due to Linda by the end of week 2 (Friday, Sept 5).
12. Check Room Assignments/DL Orientation Meetings on Searchable Schedule	With so many class cancellation changes and additions, please be sure to check the searchable schedule to confirm classroom assignments and locations of orientation meetings.
13. Department Chair/Coordinator Meeting	Informational attachment of Fall 2014 and

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Calendar	Spring 2015 Department Chair/Coordinator Meetings.
14. Other	No additional items discussed.