

Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING
Thursday, September 18, 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 checked="" type="checkbox"/> Ralph Jagodka	<input type="checkbox"/> Doug Hughey
<input checked="" type="checkbox"/> Lis Eatman	<input checked="" type="checkbox"/> Martin Ramey	<input checked="" type="checkbox"/> Brenda Domico	<input type="checkbox"/> Darlene Landeros
<input checked="" type="checkbox"/> Maria Davis	<input 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 Newsome

“Knowing is not enough; we must apply. Willing is not enough; we must do.”
Johann Wolfgang von Goethe

ITEM	DISCUSSION
1. Academic Senate Representatives by Department	Jennifer announced Academic Senate representatives are Tom McFarland (AM), and Barry Andrews (CIS), Maria Davis (CSDT). Child Development and Business Administration will have representatives in the spring. Child may have an adjunct represent them this fall. The Academic Senate meets on every other Thursday from 11:15 AM – 1:15 PM in Founders Hall. Departments are encouraged to have a faculty member serve the college in this significant and influential role.
2. Curriculum (New & Modified Program Approval)	Joumana and Jennifer attended the recent Title V and Ed Design training and reported that the Chancellor's Office is applying a high level of scrutiny to proposals that are submitted and the college is seeing an increase in proposals sent back. Jennifer noted that both of our transfer degrees were returned, including the CHLD AA-T degree, where the CID was being reviewed but had not yet been approved. To assist, Jemma Blake-Judd has developed a New and Modified Program Approval Checklist (see handouts) that details which forms are needed for the various certificate and degree options, as well as identifying where the forms can be retrieved, where they need to be submitted and providing a resource to assist, as needed.
3. Purchasing Requisition Process and Appropriations Transfer Training	Jennifer referred to an updated Purchasing Requisition process for the Division (see

**Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING**

	handouts) that has been revised to ensure that Department Chairs approve all purchases and invoice payments and that all parties (individual initiating request, approving request and entering request in Banner or routing to A/P) are informed of purchases made. In addition, the Department Chairs were notified of the Appropriations Transfer Training for approvers, and informed of training dates and times on the POD calendar.
4. FT Faculty Evaluations	Karen will email all FT faculty in the regular evaluation cycle years 1, 2 & 3, detailing the activities required for their evaluation year and attaching the current forms to be used. In addition, she is including the checklist developed to ensure that your evaluation packet is complete when submitted. Faculty need to use the forms provided by Karen to ensure they are using the correct, up to date form.
5. Adjunct Faculty Evaluations	<p>Jennifer updated the Department Chairs and Coordinators regarding the status of the adjunct faculty evaluation process, reviewing a DRAFT of the Adjunct Faculty Evaluation Process – Timeline Summary (see handouts). An MOU is under review by the Faculty Association concerning adjunct faculty without rehire rights who are in Years 3, 4 or 5. A vote on the MOU is scheduled for the beginning of October.</p> <p>Until then, Jennifer advised following the evaluation process detailed for Years 1 and 2 for faculty with no rehire rights and for Years 1-3 for faculty with rehire rights. Linda distributed lists of adjunct faculty currently teaching to each Department Chair .</p> <p>Be sure to use the updated Student Evaluation forms, which are to be completed by the last day to drop and due by the end of the 12th week.</p> <p>Please note that: “Adjunct Faculty Summary Evaluations where the rating is 1, 2 or 4 shall be submitted by the last week in the semester for review by the division dean or appropriate manager. In cases where the rating is 3 (improvement recommended), the Faculty Summary Evaluation shall be submitted by the end of the 14th week of the semester for review by the division dean or appropriate manager.”</p>
6. DL Student Evaluations	Jennifer announced that, as detailed in an email Mary Johnson sent to all DL faculty this term, FT faculty and Adjunct faculty with rehire rights will deploy their own DL student evaluations. She also included a file detailing how to initiate that process. Jennifer underscored the new timeline

**Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING**

	<p>for all faculty to complete their student evaluations by the last day to drop and submit their summaries by the 12th week.</p> <p>Linda will continue to work with DL staff to initiate the DL student evaluation deployment for probationary faculty and adjunct faculty with no rehire rights.</p>
7. BusDiv Office Staff Update	<p>Joumana announced that Liz Delgadillo, the permanent PT clerical specialist who has been in the VTEA office, has now joined the Business Division Office Staff and will be working at our Front Desk. Please join us in welcoming her and take the opportunity to introduce yourself when you are in the Division Office.</p>
8. Rescheduling Office Hours	<p>Jennifer announced that one of the changes made in the new faculty contract, is the option to reschedule faculty office hours “cancelled due to illness or unforeseen or extenuating circumstance, subject to approval by the appropriate dean or manager. The rescheduled office hour must take place within the same week as the missed office hour.” Office hours approved to be rescheduled within the week, will not be deducted from the professor’s sick leave balance (see handouts).</p> <p>Faculty calling the Business Division for an absence will be instructed to email the Dean and Associate Dean if they want to reschedule their office hours that week. The Dean or Associate Dean will reply to that request and cc Mary Ann Mulvihill on that email so she is apprised of the approval or denial of the request and can submit the appropriate paperwork to deduct time, if needed.</p>
9. WTR & SPR 15 Class Scheduling Updates	<p>Joumana announced that, although we grew this term as a division, there were other divisions that declined which impacted the college’s growth. Consequently, she and Jennifer are looking at WTR/SPR15 schedules to identify potential areas of growth. They are continuing to evaluate the class schedules that have been submitted and are meeting with the appropriate Department Chairs and Coordinators to make revisions to the schedules in advance of the college’s scheduled downloads. We are moving to a process that focuses on early review and completion of the BusDiv class schedules in order to tighten the scheduling timeline and reduce the number of downloads before finalizing the class schedules. Please contact Karen to schedule a meeting with the Dean/Assoc Dean this coming week, if you have not already done so.</p>

**Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING**

10. Instructional Equipment	Jennifer announced that the Business Division received \$117,000 for instructional equipment that was identified on your PIEs, and there is a possibility that more funds may be available. Joe is in the process of getting quotes on the items approved: classroom computers with Hi-definition graphics cards for FASH; a 3D printer and ELMO document camera for ID; and an instructor computer with CISCO equipment for CIS. Jennifer encouraged all to continue to be diligent in identifying their instructional equipment needs in their PIE, as it is essential to meeting your instructional equipment needs.
11. Lottery Funds	Lottery funds from last fiscal year have been disbursed and Jennifer announced that the BusDiv received funds for FASH (3D Thread supplies); NF (SPO for Stater Brothers); CHLD (SPO for Lakeshore and supplies from Home Depot). The Instruction Office has worked with Fiscal Services to assign account numbers for these purchases so they can be ordered.
12. Other	No other business discussed.
13. New Faculty Position Ranking	<p>Joumana opened discussion on the new faculty requests for 2015-16 received from each department and gave Dept Chairs/Co-Chairs or appropriate Coordinators the opportunity to present the rationale for their request. Following this discussion, each department Chair/or representative completed their ballot to rank each request from 1-8, with 1 being the highest priority. After the ballots were tallied, the following priorities were set:</p> <ol style="list-style-type: none"> 1. HRM (growth position) 2. FASH (replacement position-TFaraone) 3. ACCTG (replacement position-RMcGowan) 4. CHLD (replacement position-KWatanabe) 5. NF (growth position) 6. ECON (replacement position-GVice/JFord) 7. CHLD (replacement position-KCurran) 8. CIS (replacement positions-EEmanuel and SLHuang <i>to be confirmed</i>)