

Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING
 Thursday, October 2, 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 checked="" type="checkbox"/> Darlene Landeros
<input 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 type="checkbox"/> Barry Andrews		

Guest(s):

☒ Katherine Quesada
☒ Linda Monteilh

Facilitators:

☒ Joumana McGowan
☒ Jennifer Galbraith

Recorder:

☒ Karen Newsome

*“Be patient with yourself. Self-growth is tender, it’s holy ground.
 There’s no greater investment.” –Stephen Covey*

ITEM	DISCUSSION
1. SPR 15 Class Schedules	<p>Joumana announced that the SPR 15 class schedules are almost done. Hard copies of the SPR 15 download were distributed to department chairs and program coordinators, with electronic versions to follow. The deadline to submit your final edits to Linda, Julie (NF), or Karen (CIS) is Wednesday, October 8th, as this is the last download we are distributing for department and program class schedule changes.</p> <p>WTR 15 intersession class schedules have been finalized with each area.</p>
2. Work Experience Coordinator: Katherine Quesada	<p>Joumana introduced Katherine Quesada, the Business Division’s new Work Experience Coordinator. This position is currently for 19 hours per week on a trial basis. Katherine has gotten off to a quick start this week, with attendance at a work experience conference and the PLGL Advisory Board Meeting this past Saturday. Her normal work schedule will be TWTh, 8:30A-3:30P, but she will adjust her hours in order to participate in your Advisory Board Meetings, so please contact her to let her know when they are scheduled. Her office is located in Bldg 21D and you can reach her directly at x4656, and her email account is being set up now.</p> <p>The Department Chairs/Co-Chairs and Coordinators introduced themselves and briefly described work experience needs in</p>

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	<p>their areas, with additional discussion at the end of the meeting. Katherine will follow up with individual meetings with each department Chair/Co-Chair and Coordinator.</p>
3. Faculty Loads (WTR & SPR 15)	<p>Joumana and Jennifer are currently reviewing faculty loads for WTR & SPR 15, to ensure that FT faculty with loads of 20 LHE or more are scheduled to teach 4 days a week. In addition, they are looking at the assignment of fully online and hybrid DL classes as well as rotation of FT faculty teaching evening classes.</p>
4. CTE Enhancement Fund	<p>Jennifer announced that the governor has signed the bill for CTE Enhancement Funds for \$50 million on a one time basis. However, there is legislation looking at \$25 million for ongoing support. The money is monitored through the Regional Consortium, assigned by the legislature. The focus is on "emerging" or "innovative" areas which are defined by the Consortium.</p> <p>The college has set funds of \$634,776 that will be split between programs. The District is looking to split this between 3 programs HRM, Computer Networking/Security, and Manufacturing. Fawaz has been appointed to chair an Academic Senate Taskforce regarding these funds.</p> <p>We are getting additional information on the application process, with the application scheduled for release on 10/9/14 and a deadline date of 10/17/14. Funds need to be spent by March, 2016.</p>
5. Division Holiday Party & Retirement Celebration: proposed – Thurs, 12/11/14 at 1:30 PM	<p>With Terri Faraone's retirement at the end of December, and 2 additional CIS retirements expected in the same time frame, Joumana discussed the proposed date and timing of a Business Division Holiday Party & Retirement Celebration. Due to a scheduled Deans/Assoc Deans retreat on 12/4 & 5, we have to schedule this event during Finals Week. After some group discussion, Tuesday, 12/9/14, 1:30-3:30 PM was selected for this event. A Mediterranean lunch will be provided.</p>
6. Other	<p>FALL 2014 Schedule – Joumana discussed the policy on cutting classes for low enrollment in Fall 14 and noted that, although the VPI's initial directive was to provide a 90% overall minimum fill rate for enrollment in Fall 14 (subsequently reduced to 85% overall), the</p>

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	<p>Business Division kept some low enrolled classes and actively defended CTE programs and the unique enrollment patterns we see in these areas. Please clarify this matter with your faculty. The District is suggesting that we schedule a conservative schedule for WTR & SPR 15, and asked Dept Chairs/Co-Chairs and Coordinators to identify back up scheduling options, if additional classes are needed. We are scheduling for growth and working with our departments to meet the needs of the students.</p> <p><u>Fall 2014 Drop Rates</u> – Joumana noted that the drop rate this Fall 14 is 28% higher than last Fall and inquired about any problems that faculty are seeing in the classroom that may have impacted this rate. No unusual problems were noted.</p> <p><u>Chinese Visitors</u> – Joumana announced that there is a delegation of 62 business scholars from China taking classes at CSU Fullerton for the next 3 months. The Business Division has been asked to host a visit of 30 of these scholars to Mt SAC on a Friday, with tours through HRM, NF and ID areas, and additional presentations by other Business Division Faculty focusing on what our programs are about, how we develop curriculum and do we assist students to transfer after completing their studies at Mt SAC. Various dates were discussed and Joumana will update the group when a specific date is confirmed.</p>
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