

Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING
Thursday, October 17, 2013
3 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"/> 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 Ledeboer	<input checked="" type="checkbox"/> Barry Andrews		

Guest(s):

☐ Mary Ann Mulvihill
☐ Linda Monteilh
☒ Robert Stubbe
☒ Mark Conrad

Facilitators:

☒ Joumana McGowan
☒ Jennifer Galbraith

Recorder:

☐ Karen Johnson Newsome
☒ Linda Monteilh

“Change and change again! If you are not constantly changing then you are not succeeding. Difficult can be changed and transformed into easy with the right mindset.” Anonymous

ITEM	DISCUSSION
1. Winter 2014 & Spring 2014 Schedules	<p>Final edits to the Winter 2014 schedule went to the printer 10/11/13 and any edits requested at this point will <u>not</u> be captured in the printed schedule.</p> <p>The second download for Spring 2014 will be emailed to the Dept Chairs and Coords Friday morning. Edits to the second download should be returned to Linda by Wed, 10/23/13. We had over 50 classrooms listed as TBA's in large part due to the request to add sections and some of the original classroom assignments may have been reassigned to maximize classroom usage and instructor schedules.</p> <p>Joumana pointed out that overall the college increased growth for 2013-2014 by 3% and that there is a possibility that we may be instructed to add even more sections for Spring 2014. She advised everyone to be prepared to add on short notice. She also thanked those who responded to her earlier request to add sections in some cases with just a one day turn-around.</p>
2. Faculty Position Requests (Update) - Joumana	<p>The Instruction Office received a total of 65 requests to fill positions with 9 of those requests coming from the Business Division. ESL was ranked as the first position to be filled.</p> <p>Jennifer explained that the Instruction Management Team</p>

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	<p>ranks the faculty positions and Academic Senate Executive Board ranks the positions, then those two are combined in AMAC for the final ranking. It was pointed out that the Division has no representation on Senate Executive Board at this time and not having a voice on Senate Exec. could impact our ranking(s). The group was encouraged to consider serving on the Academic Senate Executive Board.</p> <p>For the time being, Joumana recommended that the chairs and faculty contact their representative to urge them to support the Division's request to fill faculty positions.</p>
3. Department Website Updates (DUE October 21)	<p>Robert Stubbe gave a quick demo of the Division website.</p> <p>Jennifer reminded everyone to review the website and forward any edits to Robert by Monday, Oct. 21st. She also mentioned that the Division would like to showcase student success stories. The website is equipped with photo gallery and can run a slideshow. Marty cautioned the group to be sure to get a signed release form from students before posting any pictures.</p>
4. Equipment Request Process (new Business Division procedure)	<p>A new process is being implemented for the Division faculty to request equipment and/or software. All requests for equipment and software should be done through the Division website: www.BusTech.mtsac.edu.</p> <p>Robert and Joe will no longer respond to individual phone calls and/or emails requesting equipment and software.</p> <p>For urgent matters faculty can continue to contact the Computer Lab directly, Monday – Thursday 8:00 am – 8:00 pm and Friday, 8:00 am – 3:00 pm at Ext. 4701.</p> <p>Robert demonstrated how to use the website to enter the request</p>
5. Business Division Holiday Luncheon (December 5 @ 2:30 p.m. in 19B-3)	<p>The Annual Division Holiday Luncheon will be hosted on December 5th. A “save the date” flyer will be going out next week.</p> <p>Invitations will be emailed in November to all fulltime faculty, staff and managers only.</p> <p>Joumana stressed the point that we need the attendees to RSVP so we can have an accurate count for the luncheon.</p>
6. Program Analysis Discussion (Please read attached document and be prepared to discuss it during our meeting. Your input/feedback is required)	<p>Program Analysis updates are due to Jennifer by Thursday, 10/31/13. Updates should cover: new programs, new courses, student surveys and results, certificate and/or degree completions, and/or recommendations implemented as a result of advisory boards.</p> <p>Anyone needing help with preparing the update(s) should contact Jennifer for assistance.</p>

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	Joumana mentioned that the Business Division was complimented by the Board of Trustees for having done such an excellent and thorough job for the 2012-2013 academic year.
7. Two Year Requisite Review	<p>All CTE courses with requisites are required by the Chancellor's Office to undergo a two year review. Jennifer recommended that the departments break up the workload by doing half of their classes during Fall 2013 and the other half during Spring 2014. She further recommended that they email their advisory boards ahead of time and solicit a vote by email. The outcome of the vote should be documented in the dept advisory minutes and forwarded when completing their review.</p> <p>Anyone needing assistance should contact Jennifer.</p> <p>Ed questioned whether or not the Real Estate discipline was exempt from the two year review process because the content for their curriculum was mandated by the state. Jennifer will check to see if that is correct and email everyone once she received an answer.</p>
8. Summer 2014 Rollover (Will be emailed week of October 21 and DUE November 13)	The Summer 2014 rollover will be emailed the week of October 21 with a return date of November 13.
9. Fall 2014 Rollover (Will be emailed week of October 21 and DUE November 27)	<p>The Fall 2014 rollover will also go out the week of October 21 with a return date of November 27. Those who knew they would need to schedule classes in a computer lab were reminded to contact Vic to request a computer lab before completing their department schedules.</p> <p>Joumana encouraged the group to consider adding more eight week sections citing that a college study has shown a 10% increase in the student success rate over the traditional 16 week classes.</p> <p>Mt SAC has begun offering 8 week linked classes giving guaranteed priority registration for the 2nd eight weeks to students who register in these linked classes. IT will create co-hort groups in Banner to capture the students and reserve seats to ensure they receive priority registration.</p>
10. Other-	<p><u>The Adjunct Evaluation Process Reviewed by Jennifer :</u></p> <ul style="list-style-type: none"> - Beginning Fall 2013 the H.8 Summary form must be completed with the input of the managers. - Only one H.8 form should be completed no matter the number of classes being evaluated. - Classroom evaluations should only be completed for new preps or if needed. - Make sure ratings and comments match the data submitted by student and classroom evaluations.

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	<p>Jennifer shared a concern that she had after reviewing the 2012-2013 H.8 forms and found that the professors were rated exceeds or meets the standard in cases where the student evaluations showed that a significant number of the students would not recommend a teacher to a friend or had issues with the way class was being conducted.</p> <p>The chairs also had concerns with student evaluations who rated a professor's performance high because they believe them to be "easy." Jennifer cautioned that the key to rather or not the issues were valid was to look for patterns in the comments and/or ratings.</p>
11. Announcements	<p><u>Business Division Building Update:</u> Joumana shared that she was advised by COMPAC that the Business Division building was over budget by 5 – 6 mil. It was proposed that the LLR would be added onto the Bus bldg; however no square footage would be lost for the Bus Division.</p> <p>The architects will submit the revised building plans within the next two weeks. Joumana will notify the Building Task Force of the final layout but no further input will be solicited.</p>

Next Meeting: November 21