

Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING

Thursday, November 21, 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 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 Johnson
☒ Meghan Chen
☒ Sandra Weatherilt

Facilitators:

☒ Joumana McGowan
☒ Jennifer Galbraith

Recorder:

☒ Karen Newsome

“The sweet smell of success comes from the flowering of a dream.” Anonymous

ITEM	DISCUSSION
1. DL Accreditation (Guests: Meghan Chen and Mary Johnson)	<p>In preparation for the college's accreditation in 2016, Mary announced that the DLC has scheduled a Mock Accreditation Visit for DL classes in Spring 2014 in order to prepare for the higher level of scrutiny that is being applied to distance learning courses (see handouts of the <i>Memo from the ACCJC delineating New Evaluation Team Responsibilities and Regulation Language for Distance Learning Courses</i>). With the majority of the college's DL courses in the Business Division, they are encouraging our faculty to respond to the recent email invitation to faculty to volunteer a course for the mock review, including at least one hybrid course. She distributed copies of the Information and Timeline for the SPR 14 Mock Review and noted that <u>faculty have until Friday, December 6th to volunteer a course</u>.</p> <p>The findings of the review are not part of the faculty regular evaluation process, but the faculty member should use them to support any needed improvement in order to comply with current DL regulations. Mary and Sandra are available to work with faculty over the WTR 14 intersession to prepare for the review and additional training opportunities will be scheduled. Brenda inquired about the availability of DL models that meet the new standards and was advised of several resources online (including @one.org). Joumana stated that she is willing to schedule a 2-hour training session for Business Division faculty, based on the findings of the DL mock accreditation.</p>
2. H.8 Form (Collaboration with Dean/Associate Dean)	<p>Jennifer reviewed the Adjunct Evaluation Process to ensure collaboration with the Dean/Associate Dean <u>prior</u> to finalizing the newly revised (8/13) H.8 Adjunct Faculty Evaluation form and meeting with the adjunct faculty member. She will email the new H.8 form to Dept Chairs and Coordinators so they have ready access to the correct form. Reminder that classroom visitations should be followed promptly (within a couple of weeks) by a review of the completed form and signature of the adjunct.</p>

**Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING**

	Be sure that you include a <u>summary</u> of the adjunct faculty student evaluations on the H.8 form.
3. Office Hours/Conference & Travel Clarification	Jennifer reminded the group to be sure to let the Business Division office know if they are going to miss office hours when at a conference or travelling. Include the date impacted on your travel form so that you are not docked for missing the office hours scheduled on a travel or conference day.
4. Faculty Rankings	Joumana distributed the faculty rankings for 2014-15 and noted that none of the BusDiv positions were ranked in the top 9 authorized for recruitment by Dr. Scroggins. The Business Administration – Law, Business Management & Accounting positions were ranked 11, 13 & 14, respectively of the 15 ranked positions. With the final rankings determined by the Faculty Senate Executive Board, Joumana encouraged Business Division representatives to the Faculty Senate to consider serving on the Executive Board in order to strengthen CTE program representation and support at this critical decision-making level.
5. Educational Master Plan (11/22 @ 9 a.m. in Founder's Hall)	Jennifer will be attending the Educational Master Plan meeting tomorrow, Friday, 11/22 at 9 AM in Founders Hall, and noted that very few Business Division Chairs/Coords or faculty are registered to attend the meeting. Please consider participating in the meeting, if at all possible.
6. Part-Time and Full-Time Faculty Absences (sick leave and/or personal necessity)	Personal Necessity or Sick Leave absences during FINAL week will necessitate a request for a substitute to cover the class. In addition to the faculty member notifying the Division Office staff that they will be absent for their final, they will need to initiate a request for a substitute through their Program Coordinator &/or their Department Chair, for the Division Dean/Associate Dean to approve. This approval is required in order to initiate the hire paperwork for the substitute.
7. Equivalencies	As noted in Eric Kaljumagi's email to Deans, Assoc Deans & Dept Chairs regarding Equivalency Review, each department should annually review their minimum qualifications and equivalencies during an official department meeting and vote on any decisions to make changes or continue the equivalencies as approved, documenting these decisions in the Dept Minutes. Equivalency requests submitted to the Academic Senate President by the end of November, will be reviewed during the Fall 13 semester. Requests submitted by April 15, 2014 will be reviewed during the Spring semester. Equivalencies are good for four years.
8. Advisory Meeting Agenda Template	The CTE Deans/Associate Deans have developed an advisory meeting agenda template that is available for BusDiv Departments & Programs to use that will facilitate discussion and ensure advisory input and documentation of approval of mandatory items such as 2-year Requisite Review and 4-year Curriculum Review. Joumana will email the template to Dept Chairs & Coords for their use, if so desired.
9. Four Year Curriculum Review	Jennifer distributed a list of BusDiv courses due for 4-year review in 2014, with the reminder that all courses that are modified or new must be to Stage 5 in Web CMS by May 31, 2014, including TOPS codes. Courses reviewed without modification need to be at Stage 5 by October 31, 2014. In addition, even if there are no changes made to the course, all courses reviewed need to go through the department and Advisory Board (if CTE)

**Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING**

	for approval. <i>Note: can get approval with email vote.</i> The two “past due” courses on the list need to be to Stage 5 immediately!
10. Chancellor’s Office: All Programs that have TMC <u>must</u> have AA-T by Fall 2015	Jennifer noted that the Business Division has two programs impacted by this deadline: Business Administration and Child Development. She advised referring to the template and notes from the meeting with CPP Dean of the College of Business and emphasized the importance of designating the time to complete work on these transfer degrees. Contact Jennifer directly if there are problems to resolve.
11. Argos Report for Possible Certificate Earners	Jennifer announced that IT has developed an Argos Report that can identify possible certificate earners. If you give Jennifer a list of classes students must have completed or capstone courses, IT can run a report that will generate a list of students meeting those criteria, along with their email address, phone number and A#’s. <i>Note: IT has already done this for Graphics.</i>
12. On Course Success Principles	Jennifer highlighted the email sent from Professional Development regarding the On Course Success Principles workshop and the development of a Business Division Team(s) to participate. The workshop is scheduled for 4 days (Tue, 2/4 through Fri, 2/7/14) and each team needs to include a classified staff person. Please let her know if you are interested in this opportunity to impact student success and retention in the Business Division and across campus.
13. Other	<p>Brenda Domico reminded the group that the AFM (Accounting, Finance & Management) Club is having a Thanksgiving Food Fundraiser on Tues & Wed, 11/26 & 27 from 10 AM to 1 PM in 9C. Enjoy a delicious meal of turkey and the works for \$5 per plate. Pre-orders can be made by email to clubafm@gmail.com.</p> <p>Several Updates from Linda Monteihl, who was unable to attend today’s meeting:</p> <ol style="list-style-type: none"> 1) Spring 2014 printed schedules are to be delivered to campus on December 9 and <u>this will be the last printed schedule produced</u>. A pdf version will be available online for individuals to print out, if needed. 2) Please note that, with the additional classes added to the SPR 14 schedule, Linda was able to find classrooms for all TBA classes, although quite a few are located outside of the Business Division. 3) SMR 14 schedules have been turned in and are going to Joumana for review. 4) Reminder: the FALL 14 Dept Schedules are due to Linda by Wed, Nov 27th. 5) <u>Adjunct Evals</u>: be sure to complete the Adjunct Eval Checklist to submit with the evaluation documents.

Next Month’s Department Chair/Coordinator Meetings:
December 5 HOLIDAY Luncheon, 2:30 – 4:00 PM, 19B-3