

Business Division  
**DEPARTMENT CHAIRS & COORDINATORS MEETING**  
 Thursday, November 20, 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 checked="" type="checkbox"/> Maria Davis	<input checked="" type="checkbox"/> Vic Zamora	<input checked="" type="checkbox"/> Carol Impara	<input checked="" type="checkbox"/> Tony Henry
<input type="checkbox"/> Lisa Ledeboer	<input checked="" type="checkbox"/> Barry Andrews		

**Guest(s):**

☒ Ginny Burley  
☒ Linda Monteilh  
☒ Mary Ann Mulvihill

**Facilitators:**

☒ Joumana McGowan  
☐ Jennifer Galbraith

**Recorder:**

☒ Karen Newsome

*“Don’t ask yourself what the world needs – ask yourself what makes you come alive, and then go do it. Because what the world needs is people who have come alive.” – Howard Thurman*

ITEM	DISCUSSION
1. Transitional Plan & Dr. Ginny Burley	<p>Joumana welcomed Dr. Ginny Burley to the meeting and announced that, effective 11/18/14, Ginny will be the Acting Dean of the Business Division until the college fills the permanent position. The current timeframe is to fly the 3 open Dean positions (Business, Tech &amp; Health and Community Ed) in December, 2014 and leave open until the first of February, 2015. Dept Chairs, Coords, faculty and staff can request to serve on the hiring committees or may be called on to serve. The expected hire date for the permanent BusDiv Dean position is no later than July 1, 2015.</p> <p>In the meantime, Ginny will be in the office a minimum of 2 days a week, with additional time scheduled, as needed. In general, she will be in the office on Tues &amp; Wed, and is always available via email. Ginny noted that, when in transition, it is important to continue following the policies in place until the permanent position is filled. Her role is one of support and advocacy, so the more she knows about your program or department, the better she can accomplish this goal. She expressed appreciation for the warm welcome back to Mt. SAC!</p> <p>Joumana mentioned that we expect to hear from Jennifer tomorrow regarding her anticipated return from medical leave.</p>
2. SMR/FALL15 Scheduling	Joumana reminded the group that the SMR/FALL 15 class schedules are due back to the BusDiv

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	<p>staff person assigned to work with your program or department <b>by Wednesday, 11/26/14</b>. Effective with the 2014/15 academic year, the following staff assignments apply:</p> <ul style="list-style-type: none"> <li>• Linda will schedule classes for BA and CSDT (except NF)</li> <li>• Julie will schedule classes for NF</li> <li>• Karen will schedule classes for A/M, CHLD and CIS.</li> </ul> <p>Joumana commented that the Scheduling Guidelines developed in the BusDiv are going to be adopted campus-wide, resulting in diversifying the FT faculty presence on campus for both day and evening classes.</p> <p>In addition, Joumana noted that the enrollment management policy of cancelling sections that are not at 90% enrollment is still under discussion with Irene Malmgren, and not yet confirmed for the upcoming terms.</p>
3. School Dude (replacing EIWOS System)	<p>The college is moving forward with replacing the EIWOS work order system with School Dude, in order to limit access to the system and minimize duplicate or conflicting work order requests. Business Division Office staff (Linda, Mary Ann &amp; Karen) have been approved for submitting requests, as have Dept Chairs and Coordinators. Fawaz noted that hospitality management systems streamline the process even further by assigning one individual to be the contact to track work order requests. He also requested that the Foods Lab Technician be approved to submit requests. Linda noted that the School Dude system has not yet been activated and work orders should still be submitted on EIWOS.</p> <p><b>NOTE:</b> for emergency evening calls, contact Security at X4555 and they will be able to reach the appropriate trades staff and coordinate a quick response.</p>
4. Advisory Board Mtgs & Minutes	<p>Joumana announced that Advisory Board Mtg Minutes will now be posted online at the BusDiv website, with links to the Instruction home page, along with the Business Division and Department minutes. Division staff members will be trained in December to begin implementing this new process, using OmniUpdate.</p> <p>As a reminder, accreditation guidelines require that your Advisory Board Mtg minutes include the mtg attendees, or you will need to submit a list of invitees and the sign-in sheet for the meeting, in addition to the minutes. Mary Ann will be the quality control person in this process and</p>

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	responsible for posting the minutes on the web. (Linda will post Dept Mtg Minutes and Karen will post the BusDiv Mtg Minutes.)
5. Process to Reschedule Office Hours for Absences	As part of the new faculty contract, faculty are given the option to reschedule their office hours when they are absent, as long as the request is <u>preapproved by the manager and the office hours are rescheduled within the same week</u> . So, when faculty are aware they will be absent on a day they are scheduled for office hours, they should email Ginny & Jennifer to request the approval to reschedule their office hours for that week and include Mary Ann Mulvihill as a cc on their request so she can easily be notified of the approval and submit the appropriate number of hours of benefit time needed to cover the absence.
6. New Bldg Office Assignments	Joumana reminded the group that the office assignments for the new Business Division (BCT) Bldg are due to Jennifer next week (by 12/1/14), with the comment that only Dept Chairs are eligible for single offices. Currently, CIS has submitted their office assignments to Linda and the Acctg & Mngmt dept assignments are pending their upcoming dept meeting. Joumana noted that the new building allows space for program growth, both in terms of faculty offices and classrooms.
7. Offering Mt SAC Classes in Local High Schools	Joumana reported that Bill Scroggins attended the Instructional Team Meeting yesterday and announced that a number of local high schools are requesting Mt SAC to partner with them and offer Mt SAC classes at their site, with cohorts of 3 or 4 classes. He is especially excited about the possibilities this interest may provide for BusDiv programs. Initial discussion raised a number of questions regarding how classes would be scheduled – number of days/week and on the high school's calendar, as well as the possibility of expanding articulation agreements and the importance of involving the Faculty Senate early in the process as the joint venture should be faculty driven.
8. Contact Information for Full and Part-Time Faculty	IT is working on providing contact information for full and part-time faculty, including email and webpage url (if available). This information is due by January 18 <sup>th</sup> and Linda is coordinating the collection of this information so it is accessible to students, and will maintain the BusDiv faculty list. The availability of this faculty contact information is important for our upcoming accreditation review.
9. Hiring of two new Full-Time Faculty Positions	Joumana was pleased to announce that the BusDiv has received approval to hire two new FT faculty members (FASH and HRM) for the 2014-15

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	academic year. The job descriptions are being reviewed, and will be finalized after review by the respective discipline Coordinators, Department Chairs, the Deans, and Instruction office. The college is hiring 10 positions which will be posted in January. Ginny encouraged faculty to provide marketing information and direction to HR in the recruitment process in order to get a high quality pool of applicants.
10. Other	Fawaz announced that there are vacancies coming up on the Faculty Senate Executive Board and advised that he has nominated Marty for the Senator at Large seat. He encouraged the Chairs/Coords to contact their faculty senators regarding this nomination prior to the election scheduled for December 4, 2014.

**UPCOMING Mtgs/Events:**

Thurs, 12/4/14, 3:00 - 4:30 PM – HOLD for Dept Chairs/Coords Mtg (if needed)  
**Tue, 12/9/14, 1:30 - 3:30 PM - BusDiv Holiday & Retirement Celebration LUNCH (19B-3)**  
 Tue, 12/23/14 through Thur, 1/1/15 – Winter RECESS (District Holiday)  
 WINTER Intersession (1/5 – 2/15/15)  
**Thur, 2/19/15, 10:30 AM – 12:00 N - Pre-SPR 15 Dept Chairs/Coords Mtg**  
**Fri, 2/20/15, 1:30 – 3:00 PM – ALL BusDiv Mtg of FT Faculty & Staff**