



BUSINESS DIVISION MEETING

**Friday, August 22, 2008
2:00 p.m., Room 804**

PRESENT: Jeff Beckley Craig Blek Steve Cook
 Gloria Carmona Walid Ghanim Javier Gutierrez
 Todd Hansink Janeen Kalin Andres Martinez
 Tom Paine Val Rodgers Angie Ruiz
 Judy Santistevan Maria Sell

I. CALL TO ORDER

Val Rodgers called the meeting to order at 2:05 p.m.

II. ADMINISTRATIVE REORGANIZATION

Val commented on the major changes to the organizational flow chart:

- Library has broken off from IT
- IT now reports to President
- Parking/Security/Bookstore/Cafeteria now reports to VP of Business
- Grant programs – ACCESO and 2+2 have moved to VP of Academic Services from President

III. FALL ENROLLMENT – JEOPARDY LIST

Val reported that enrollment for the Business Division was excellent, except for one or two classes. She also reported that enrollment for the District overall is flat, and that there would be leniency regarding enrollment quotas because of it. There was speculation that enrollment was down because students who owed fees were not able to enroll.

IV. DISTRICT PLAN FOR UGRADING CLASSROOMS

Val reported that Dr. Gould held a tour of the campus and was discouraged at the state of some of the classrooms. He was, however, impressed of our classrooms especially 804 and 906. His plan is to start right away to standardize furniture and décor across campus. When furniture is ordered for the Science Building, it will be ordered for other classrooms as well.

Angie asked the instructors who use rooms 801 and 803 if a different layout would be better such as having all the computers facing the front of the class.

She will organize a meeting to discuss it and submit information for future planning.

V. MAJOR INSTRUCTIONAL GOALS FOR FALL

a. Accreditation Progress Report

Val stated that accreditation team will be coming on October 15th. IVC has to demonstrate that we are seriously committed to integrating our planning. We need to focus on connections within the plans as much as the plan. We probably won't get off warning status until the team comes back in 09, and we can demonstrate not only that we have the plans but that we are also using them. Val also mentioned that when the team visited IVC before, we had 27 million in reserves. We now have 7 million. The reduction could be an issue with the team.

b. Instructional Organization Review

After the accreditation visit, C&I will be looking at structure of divisions. Some larger divisions may consider splitting if deemed necessary. The policy states we need to review the structure every year. Val told the group that if anyone had any input to let her know.

c. Faculty Prioritization 2009-2010

Val told the group that C&I will also be looking at faculty prioritization in November. Because of budget issues, there probably will be no new hires. The group was somewhat concerned about replacing faculty because this is the last year for the 2+2 incentive for retirement.

d. Annual Schedule Development

Val informed the group that we will be putting together the schedule for Fall 09, Winter 10, Spring 10, and Summer 10 right away. Val mentioned that she would use the previous semesters as a base. Faculty agreed to let her know about changes if they had not done so already. The schedule has to be submitted by end of the semester in December. Maria will enter the schedules into Banner in January.

VI. OTHER

a. SLOs

The group discussed the SLO process. Judy relayed what was talked about during the CTA meeting regarding SLOs. Val discussed her meeting with adjunct faculty about SLOs. Angie suggested keeping all the SLO information in the filing cabinet in room 803. Maria agreed to be in charge of setting up the filing system.

b. Placement and Assessment

Janeen Kalin informed the group that the college will no longer accept high school courses for placement; students must use their assessment tests for placement. For some students, this adds a series of math or English classes that they must take before they reach the transfer level course required. She asked instructors to remind their students to stay on track with classes that they will need to transfer.

c. STRS Update

A discussion was held regarding the STRS problem. It was asked whether the retirement issue was discussed at the CTA meeting and the answer was no. Tom mentioned that the District has done all possible and suggested that it should be a CTA priority. He also mentioned that it is not just a problem for those ready to retire; it will affect all who want to retire in the future. The only way to fix it is for CTA to negotiate an extra work day in January.

VII. ADJOURNMENT

The meeting adjourned at 3:00 p.m.

Recording Secretary: Maria Sell