



BUSINESS DEPARTMENT MEETING

**Tuesday, August 21, 2012
12:15 pm, Room 810**

Present: Gordon Bailey, Craig Blek, Walid Ghanim, Todd Hansink, Andres Martinez, Angie Ruiz, Maria Sell, Efrain Silva, Vicki Viloría

I. CALL TO ORDER

The meeting was called to order at 12:15 pm. Craig welcomed Vicki Viloría to the Business Department.

II. FALL ENROLLMENT AND FTES

Mr. Silva stated that the college was just below the 2800 FTES needed. The college did not meet its expectations last year and if we do not meet them again this year, we will lose FTES permanently. Mrs. Ruiz asked if more classes will be added to meet demand. Mr. Silva responded that there are not enough adjunct instructors. Mr. Silva stated that the elimination of online classes is hurting the college but the commission will be reviewing this in November and if they are approved, online classes will be taught again in the spring. Mrs. Ruiz suggested we should be allowed to schedule classes during college hour because this is a good time for students. Mr. Silva stated that more short-term classes might also be added.

III. FCMAT

Mr. Blek stated that a financial consulting firm that has been reviewing the college will be coming out with a report in November making recommendations as to what needs to be changed in order for the college to become fiscally sound. They will be making recommendations with regards to room scheduling issues and course caps as well. Mrs. Ruiz stated that the team will look at CTE classes differently due to computer requirements.

IV. FALL CENSUS ROSTERS

Faculty is asked to turn in census rosters on time. Mr. Hansink suggested that students should be encouraged to sign up for classes if they're available and to take crashers if possible.

V. OVERLOAD

Instructors having more than nine overload hours must submit a form for approval to the Instruction Office.

VI. SLO'S/PLO'S AND ACCREDITATION

Mr. Blek stated that SLO cycle assessments are to be done every semester. Fall SLOs are due by December 10th. This deadline could be hard on faculty if the assessment is connected to a final exam since grades are due December 13th. Therefore, faculty is encouraged to base it on other items. PLOs are due in spring and Mr. Blek would like to review them and to simplify them.

Two SLO/PLO meetings are required per month. We will require an authentic assessment, minutes, and posting on our website for accreditation. Since faculty is no longer required office by appointment hours, this is required of them as it is part of the contract.

Mrs. Ruiz stated that Sidne Rice also recommends that faculty not use the final as part of the assessment. Mr. Blek adds that it is up to each individual instructor as to what they would like to assess.

Mr. Ghanim asked if an assessment is needed for all sections. Mr. Blek replied that only one assessment is needed for all sections of a course.

SLO/PLO meetings will be alternated between Tuesdays and Thursdays at 12:30pm. Mr. Silva offered the use of the EWD conference room for meetings.

VII. DEPARTMENT MEETINGS

A list of future meetings will be sent out.

VIII. OTHER

Mr. Blek is working on updating textbooks on Curricunet which is also important to accreditation.

Mr. Silva stated that room 906 will be moving and a new location to hold the calculators needs to be found. Mr. Blek added that room usage may change in the coming semester. Mr. Silva stated that the FCMAT team is giving four possible scenarios for spring scheduling. The college is short about 300 FTES for fall. Mr. Hansink believes this could be accomplished through marketing but should be possible.

Mr. Ghanim added that county correctional facilities could be a viable option to hold 8-week courses and add FTES.

Mr. Blek asked the faculty if there were any computer issues. Mr. Bailey responded that the VDI's are not working very well in 901. It is crucial that they work because CIS 160 is a mostly internet based class.

Mr. Ghanim stated that a couple of computers in room 801 are not working.

Ms. Vioria is still having issues with QuickBooks in 901.

Mr. Blek stated that the IT staff is aware of the situation but due to being severely under staffed it might take some time before they can fix the problems.

IX. ADJOURNMENT

Meeting was adjourned at 1:18pm.