

BUSINESS DIVISION
MINUTES
CIS DEPARTMENT MEETING

Wednesday, September 9, 2009
2:00 p.m., Division Office

PRESENT: Tom Paine, Walid Ghanim, Javier Gutierrez, and Val Rodgers
ABSENT: Andres Martinez

1. CALL TO ORDER

Val Rodgers called the meeting to order at 2:00 p.m.

2. PERKINS

Val informed the group that the CIS program funds allocation for the 2009-2010 academic year has been set at \$37,000. The group discussed activities the CIS department outlined in Section II Part B for the Perkins Local Plan that would be completed in 2009-2010. The group also discussed how those activities meet the 9 Perkins requirements that need to be addressed this year were also discussed.

A tentative schedule for completing the activities was developed and is attached to the minutes. . It was also discussed that the faculty member responsible for the activity is also responsible for submitting an activity form for the District's audit file. Val explained that it is important that 22% of our expenditures be completed by this date. There was a discussion as to what activities could be finished by the September 30 date. All were in agreement that it would be difficult to meet the 22% expenditure by September 30. However, all instructors present would make an attempt to send Patty activity forms as soon as possible.

The group also discussed the importance of maintaining a file with rationale and justification for any MODIFICATIONS that are made to entries in Section II Part B of 09-10 activities.

3. SLOs

Val informed the group that Student Learning Outcomes need to be written for the CIS program. She gave them an example of program SLOs developed for the Office Tech program during the last SLO workshop. CIS Program SLOs will be developed at the next department meeting.

4. TECHNOLOGY ISSUES

There have been no major problems since school started.

5. OTHER

Val explained that there has been a change in the hours for the Business Division lab. Temporarily, the lab can only be open from 8 a.m. to 5 p.m. Monday through Friday. Students will have to be referred to the math lab and the library. Instructors who have problems with equipment in the evening, will need to let us know through email. Javier will address the problem next day.

6. ADJOURN

The meeting adjourned at 2:45 p.m.