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## BUSINESS DIVISION MEETING

Thursday, November 29, 2012  
12:20 p.m., Room 1704

Present: Gordon Bailey, Craig Blek, Alison Brock, Walid Ghanim, Angie Ruiz, Maria Sell, Vicki Vilorio

### **I. CALL TO ORDER**

The meeting was called to order at 12:20 pm.

### **II. SLO's**

Mr. Blek stated that SLO's are due before the fall semester ends. There is a new form but the older version can be used. Please send by email.

### **III. PLO'S**

- Mr. Blek stated that instructors must identify what program students are in at the beginning of the semester. In order to assess, instructor can do a project, paper, or survey etc. that is given to the entire class. The students that have been identified as being in our programs have to then be pulled out.
- For the semester, there will need to be two assessments done for each program an exit survey and one other project.
- In the long run, students need to be assessed until they finish the programs. Because of this, Ms. Brock suggests establishing some kind of database to keep track of our students.
- The department will meet again in January to give everyone a chance to identify which PLO they will assess and how.

### **IV. OTHER**

- Mr. Blek stated that starting in January, the schedule will be done one year in advance to tie into Program Pathways. The plan is to incorporate Program Pathways in the spring because this will enable students to plan better and finish their course of study faster.

- In the fall semester, IVC will lose the 500 buildings as well as the classrooms in the 900 building. There will therefore be a push to bring back online classes. There will be some portable classrooms but not a lot.
- Mr. Ghanim stated that students have expressed to him the need to increase waitlists limits because they fill up fast. They then do not have any advantage compared to other students wanting to crash on the same class start date. Mr. Blek suggests advising students to keep checking every day for openings because students are constantly changing their schedules before a start date.
- Mr. Ghanim also stated that a few students have told him that college hour interferes with their work schedule, specifically because they are not able to take classes during their lunch hour. Mr. Blek replied that the college hour isn't going anywhere for the time being but there has been some talk to possibly move it to another time block.

#### **V. ADJOURNMENT**

The meeting was adjourned at 1:25 pm.