



**IMPERIAL VALLEY COLLEGE
BUSINESS DEPARTMENT
MEETING**

UNADOPTED MINUTES

Tuesday, September 12, 2017

**12:50 p.m. – 1:50 p.m.
Room 801**

Those in attendance were as follows:

Frances Arce-Gomez, Recording Secretary
Gordon Bailey, CISCO
Jeff Beckley, Business
Craig Blek, Department Chair
Alison Brock, Business
Walid Ghanim, CIS
Michael Kanyi, AG
Angie Ruiz, Business

I. Call to Order

The meeting was called to order by Andres Martinez at 12:55 p.m.

II. Columbia College

Andres Ruiz from Columbia College gave a brief presentation on the bachelor's degree that is offered at the college.

III. Office 2016 Spring 18

Mr. Martinez informed the faculty that they have to move over to Microsoft Office 2016 soon. He proposed moving to Microsoft Office 2016 in spring 2018. Some of the faculty felt that they needed more time to prepare for the proposed change. Some of the instructors would also need to update the books in CurricUNET. He added that students can download Microsoft Office 2016 for free online. He also informed them that the Imperial County Office of Education would like have up to 3,000 employees trained in Microsoft Office 2016. Mr. Martinez stated that the latest they should move over is spring 2018.

IV. Winter/Spring 18 Schedules

Mr. Martinez announced that he has finished the winter 2018 schedule. He has submitted the schedule to Efrain Silva. Mr. Silva will be making the final decision on the schedule.

V. SLOs

A new form has been created by Kevin Howell. All completed forms should be sent to Mr. Howell. Once the forms are received he will input them into SPOL.

VI. Comprehensive Program Review

The following program reviews are due this year:

- Business Accounting Tech
- Bus Admin Assist
- Business Office Tech.

VII. Class Caps

Due to enrollment management some of the class caps may increase. Some of the instructors have already agreed to change the cap sizes for some of their courses.

VIII. New DE Courses

Mr. Martinez will ask full-time faculty for feedback on all proposed new courses. He feels that it's important they discuss and agree on them.

IX. Late Adds

Vikki Carr sent an email informing faculty that students should not be added after the Census date.

X. Enhanced Budget Requests

Mr. Martinez received some enhanced budget funds. Some of the funds will be spent on software, marketing, professional development, student tutors, and guest speakers.

XI. PPIS/Lottery

The department currently has \$12,076.50 to spend on instructional supplies. Some of the funds will be spent on cables, monitors, and calculators.

XII. Instructional Supplies

Mr. Martinez asked the instructors to email him their instructional supply needs.

XIII. CIS Advisory Committee Meeting

Mr. Martinez will be scheduling a meeting for the middle of October.

XIV. Prison Education

There is currently a need for two BUS 125 sections to be taught at one of the prisons. Mr. Martinez asked the faculty if they are interested to let him know.

XV. Social Marketing

Mr. Martinez has started using social media to market some of the programs. One of his interns is also developing a flyer.

XVI. Other

A new campus hour is being proposed Monday through Thursday 3:00 p.m. – 4:30 p.m.

XVII. Adjourn

The meeting was adjourned by Mr. Martinez at 1:45 p.m.