



**IMPERIAL VALLEY COLLEGE
BUSINESS DEPARTMENT
MEETING**

UNADOPTED MINUTES

Thursday October 18, 2018

**1:00 p.m. – 2:00 p.m.
Room 801**

Those in attendance were as follows:

Gordon Bailey, CIS
Alison Brock, Business
Craig Blek, Business
Andres Martinez, Department Chair
Tisha Nelson, Staff Secretary
Jeff Beckley, Business
Angie Ruiz, Business
Michael Kanyi, Ag Instructor
Efrain Silva, Dean of EWD
Walid Ghanim, CIS

I. Call to Order

The meeting was called to order by Andres Martinez at 1:00 P.M.

II. Approval of minutes

M/S/C: Craig Blek/Walid Ghanim to approve minutes of September 20, 2018 as presented.

III. Accounting Suffix passed & Update

Andres informed Faculty that the following changes to the accounting suffix with take effect in Fall 2019.

- BUS 100: Practical Accounting > ACCT 100
- BUS 240: Computer Accounting > ACCT 240
- BUS 210: Principles of Financial Accounting > ACCT 210
- BUS 220: Principles of Managerial Accounting > ACCT 220

IV. Online course development

Andres asked Faculty about having the following courses online.

- BUS 100
- BUS 210
- BUS 220

M/S/C: Craig Blek/Jeffrey Beckley to approve the BUS 100, BUS 210 and BUS 220 be offered online.

V. BUS 169: Records Management name change

Andres gave an update on BUS 169 that the name change had been submitted

VI. Deleted Courses:

Andres explained the following courses he thought should be deleted because they had been cancelled so often.

- BUS 134: Management Concepts of Supervision
- BUS 230: Intro to Governmental Accounting
- BUS 122: Business Plan Development

The Faculty agreed that the courses should be cancelled.

VII. BUS 240: Computer Accounting Textbook Update

Andres informed the Faculty that he had updated the textbook for the BUS 240 course in CurriCunet.

VIII. CIS 101 Textbook Update- OER for Office Projects

Andres mentioned that the CIS 101 is using an OER and it has been working out really well.

IX. Program Review

Andres told Faculty that he would email them a document for Faculty to fill out before the November 2nd deadline.

- Business Administration Comprehensive
- Business Management Comprehensive

Efrain also mentioned to Faculty that the Program Review is the perfect time for them to request budget enhancements if they wanted.

X. Office Computers

Andres asked Faculty if any of their computers were still not working since the on campus virus attack.

Gordon expressed that his printer and computer are both not working.

It was also mentioned that the printers are not working for students in the 3109 classroom.

XI. Lab Maintenance with IT

Andres informed Faculty that he spoke with IT about the maintenance of the computers in our labs in rooms 801 and 803 and that they needed to be cleaned more often and software updated frequently.

Andres asked Faculty to let him know what they need for the computers in the labs for Spring 2019. He will be sending out a list to IT of software that is needed for the Spring Semester.

XII. Other

Efrain mentioned to the Faculty that he had sent out an email to all Faculty that had a survey and asked that they please fill out the survey. He informed them that if they wish to be compensated that they would need to put their information on the survey and if not they didn't need to put their information.

Michael mentioned that a computer cart was needed for a total of 30 students to be able to use a laptop. He also mentioned the possibility of getting a lab technician for help with his lab and Efrain told him to ask for it in the program review. Michael also brought up that there were 5 courses that are for transfer to University of Arizona.

Laptops for the Department were mentioned and requested to be added to the program review.

There was a concern for the tutors that were hired on campus. There was a student who went in for help and all information that was given was wrong.

Angie mentioned to the CIS Instructors if they could interpret geometrics into their courses by just mentioning to the students that they can log in and be able to take tests to be certified in Microsoft applications.

XIII. Meeting was adjourned by Andres Martinez at 2:00 PM