

MINUTES
BUSINESS DEPARTMENT MEETING
Monday, March 21, 3 p.m., Room 801

Attendance: Craig Blek, Walid Ghanim, Todd Hansink, Andres Martinez, Tom Paine, Angie Ruiz, Judy Santistevan, Val Rodgers

1. Enrollment Management Principles

- Val distributed the latest draft of the enrollment management principles developed by the Enrollment Management Committee, which includes representatives from the general faculty, Instructional Council, Academic Services, and Student Services. The members were asked to give her any input before Friday, April 1.

2. Summer Session

- Each member received a copy of the Business Department schedule for 2011 Summer Session that was presented to Academic Services.
- Val told the group that if we do have Summer Session, it will not exceed 200 FTEs. A final decision on whether or not Summer Session will be held has not been reached and we might not know for some time.
- First priority for courses will be those needed for students who have petitioned to graduate at the end of summer. Student Services is developing that list.
- Each faculty member who is teaching in the summer was asked to give Maria start times for courses and dates, if applicable.
- Val told the faculty members that it was announced in the Instructional Council meeting that the summer schedule will not be printed this year; students will access it online. Subsequent schedules will also be online only. The group felt this decision was a good one.

3. Fall 2010 Semester

- Each member received a copy of the Business Department schedule for the 2011 Fall Semester that was submitted to Academic Services.
- Schedule includes 15 hours for each full time faculty member, plus 6 hours overload. Since all full time faculty in the Business Department do not want to teach 6 hours overload, the extra overload was distributed to courses needed for students to complete programs in both day and evening
- Walid asked about the status of a waitlist for fall. The new version of Banner includes a waitlist capability. IT should have it in place beginning Fall 2011.

- Angie asked if there was money in the budget for adjunct instructors. Val replied that the hope is that there will be leftover overload for adjunct instructors to teach the necessary Bus Department courses that students need to complete programs.
- Todd suggested to the group that they should tell student crashers to be persistent when trying to crash a class so as to help the fill rate. Sometimes spaces will open up even a couple of weeks after the semester begins.

4. Proposed Final Exam Schedule for 2011-12

- Math/science faculty members have asked that a final exam schedule be considered for 2011-12. Val distributed a copy.
- Members were asked to review and comment by Friday, March 25
- Walid stated that there could be time conflicts due to having to have a final on a day different from when a class actually meets, especially for evening classes. This could create conflicts for both the instructor and the student.
- Judy added that students may not be able to attend a final exam on a different day than the course normally meets because of work, etc. She also asked about when finals will be scheduled for 8-week block classes since they are not on the list.
- Todd voiced concern regarding the bus schedule -- especially for students who must attend a 7 a.m. final exam.
- Angie and Judy were also concerned about the 7 a.m. schedule for office tech students who have children. Craig suggested that since finals take up 3 hour blocks, and instructor could tell the student to show up at 8 am and do a 2 hour block instead.
- Val will send concerns of the Business Department members to faculty developing the final exam schedule.

5. Online databases

- Faculty members were informed that 39 databases are available online through Library/Learning Services – even from off campus. The databases include basic encyclopedias, newspapers, and journals; and may be accessed by discipline. Students may use their SS or G# to access.

6. Required course outline updates

- Val informed the group that the Chancellor's Office now requires that course outlines include examples of required reading and writing assignments and other outside-of-class assignments. Several of our courses have already been updated; however, all of them have to be completed by this **June** and sent to the Curriculum Committee for approval.
- It is important to tie the assignments to the objectives that are listed in the outline; however, one assignment may meet several objectives.

- The updates have to be made in CurricUNET. Faculty members were asked to send their assignments to Maria electronically and she will make the changes.
- Judy asked if instructors could get a list of courses for which assignments have already been submitted. Maria will email the list.
- SLOs have to be updated on course outlines through CurricUNET as well, but the deadline is December – identification only. Val told the group that she will use the SLOs already identified by faculty on the forms they have been submitted.
- Val will be sending the department her version of the SLO assessment checklist when Toni Pfister sends instructions/deadlines for this year's process.
- Todd asked if a meeting could be set up to work on SLOs and class assignments together as a group. Val said that we would set up a meeting.
- A discussion was held regarding when the best time to hold meetings would be. Mondays at 3 pm was the general consensus.

7. Other

- There was a discussion regarding the emails received regarding faculty positions on committees.
- It was reported by members that they have been receiving a lot of junk mail. Tom advised members not to click on any links within emails unless they know the sender.
- Judy asked if we should keep an 8-week block for the Office Tech program. Both Judy and Angie agreed that their English classes should be a full semester. Val said it would be fine as long as they run it through Frances Beope and Janeen Kalin.
- There was discussion regarding who would replace the Superintendent-President.
- Walid asked about the status of the college budget. There was consensus that it appears as though we may face the worst case scenario.
- Val announced that there may be two retirements from the department this year.