



**IMPERIAL VALLEY COLLEGE  
BUSINESS DEPARTMENT  
MEETING**

**UNADOPTED MINUTES**

**August 16, 2013**

**Room 804**

**Those in attendance were as follows:**

Frances Arce-Gomez, Recording Secretary  
Gordon Bailey, CIS  
Jeff Beckley, Business  
Craig Blek, Department Chair  
Alison Brock, Business  
Walid Ghanim, CIS  
Todd Hansink, Business/Economics  
Andres Martinez, CIS  
Angie Ruiz, Business

**I. Call to Order**

The meeting was called to order by Craig Blek at 2:05 p.m.

**II. Lottery Funds**

Craig Blek informed the faculty that lottery funds were available for equipment and instructional supplies. He asked the faculty to submit their wish list by September 5, 2013.

**III. Electronic Systems**

Mr. Blek informed the faculty that the following services are available online:

- ❖ **Grades:** Grades will be submitted electronically and hard copies will no longer be submitted to Academic Services. Instructors will need to keep a record for three years.
- ❖ **Service Tickets:** Service tickets are submitted online through the help desk. Either the faculty or the secretary can submit them.
- ❖ **Syllabi:** Syllabi need to be uploaded on the repository website and are no longer required to be submitted to the Academic Services office. The repository can be accessed on the IVC webpage or through Blackboard via a link.

Students will have access to all their syllabi. Providing hard copies to students will no longer be required but copies can still be provided to students.

- ❖ **Password Reset Tool:** A password reset tool is available on the IVC webpage under the faculty and staff menu.

The faculty were also asked to remind their students to check their IVC email.

**IV. SLOs**

Mr. Blek informed the faculty that student learning outcomes are part of their professional duties. He told the faculty that the SLOs that were developed had to be assessed. He distributed a copy of a SLO assessment schedule.

Todd Hansink asked if changes could still be made to the SLOs that were developed. Mr. Blek responded that changes could still be made on CurricUNET by the department chair. He asked the faculty to see him if they wanted to make changes.

He also emphasized the importance of working together with part-time faculty.

**V. Important Dates:**

Mr. Blek provided a list of important dates to the faculty.

**VI. Calendars**

- ❖ **Academic Year Calendar:** Mr. Blek announced that the next calendar year is still pending negotiations.
- ❖ **Department Meetings:** Mr. Blek asked the faculty what day and time they wanted to meet for department meetings. It was agreed that department meetings will take place every second Tuesday of the month from 12:30 p.m. – 1:15 p.m. in 1704.
- ❖ **Advisory Committee Meetings:** Mr. Blek asked the faculty for suggestions that would help recruit members for the Business and CIS advisory committees. Recruiting members from rotary clubs and chamber mixers was suggested.
- ❖ **Campus Hour:** Mr. Blek informed the faculty that campus hour may change in the future.

**VII. Overload and Class Fill**

Mr. Blek asked the faculty to fill out an overload form if they are teaching 9 hours or more of overload. Class fill rate is still pending ratification of the tentative agreement.

**VIII. Areas of Focus for 2013-2014**

- ❖ **Class Schedule:** The class schedule is being developed by the Academic Services office. The 2014-2015 class schedule will be developed by March 2014. The Business department no longer has control over classroom assignments.
- ❖ **Business Administration Major:** The decision to switch to AST was made by the faculty.
- ❖ **Set Program Pathways and Review Program Viability:** Mr. Blek informed the faculty that they need to work on program pathways. Angie Ruiz has finished with her program pathways.

**IX. Other**

Angie Ruiz shared with the faculty that she would like to bring back the CIS certificate. Bringing back the CIS certificate was discussed. One of the issues is if the certificate would help students become employable. The CIS certificate will not be brought back at this time.

**X. Adjournment**

The meeting was adjourned at 3:05 p.m. by Craig Blek.