



BUSINESS DIVISION MEETING

**Friday, August 21, 2009
2:30 p.m., Room 804**

PRESENT: Jeff Beckley Craig Blek Gilbert Campos
 Walid Ghanim Javier Gutierrez Todd Hansink
 Andres Martinez Tom Paine Val Rodgers
 Angie Ruiz Judy Santistevan Maria Sell

I. CALL TO ORDER

Val Rodgers called the meeting to order at 2:30 p.m.

II. FALL ENROLLMENT

Val referred the group to the most recent class schedule sheet which shows fall enrollment. Almost all division classes are filled to capacity. She told the group that a CIS 101 online class had been added to the schedule.

III. LAB SCHEDULE

For the time being, Javier will be running the lab Monday through Thursday from 8am – 7pm with Martha Olea filling in during his lunch breaks and on Fridays.

IV. BASIC SKILLS ASSISTANCE FOR DIVISION STUDENTS

Val told the division members that Lucia Diaz has been hired this year to assist business division students who need help with basic skills. She asked that they refer any of your students who need basic skills assistance in the area of math, English, or computer information systems. Lucia starts on August 24, and her schedule is

MW12	Noon – 4 p.m.
F	8 a.m. – 5 p.m.

Students may walk in during those hours or make an appointment. If they want an appointment, have them contact Maria Sell, 355-6337 or maria.sell@imperial.edu. Val also told the group that we are very fortunate to have this service for our students. Lucia is excellent.

V. FTES NUMBERS

The division reviewed Fall FTES handouts. Val explained that overload and adjunct classes were cut for fall because of budget problems. However, FTES count is down because of those cuts, and it is important that we generate as much FTES as we possibly can. Suggestions were made on ways to generate FTES at low cost.

VI. ROOM INSPECTION FORMS

Val passed out a room inspection checklist for everyone to check off what improvements need to be made to their offices such as carpeting and paint.

VII. ADMINISTRATIVE CHANGES IN ACADEMIC SERVICES

Val stated that there have been several changes in Academic Services.

1. Kathy Berry is on medical leave and will not be returning until December. In her place, Tina Aguirre will be acting Vice President.
2. Efrain Silva will be the acting Dean of Applied Sciences.
3. Gonzalo Huerta will be the new Dean of Green and will be in charge of writing grants for alternative energy.
4. Val will be serving as the Acceso Director.
5. Gloria Carmona is the new Classified Manager of Admissions and Records.

VIII. PROGRAM REVIEW PROCESS

Val explained the program review process and informed the division that the process would be starting this week. Faculty input is needed to identify budget needs, including technology, staffing, professional development, facility, and needs related to developing SLOs. . All divisions/departments must complete an annual program review, which ultimately becomes the tentative budget.

Val also informed members, that our division will be developing a comprehensive program review during the 2010-2011 academic year. Each year one-third of all departments complete this review to assess and update program goals and objectives and to develop strategies to best meet the needs of students. The comprehensive review requires an analysis of external and internal trend data, course curriculum, and progress based on various forms of evidence.

IX. OTHER

a. Non-Credit Classes

Walid was concerned about the absence of non-credit classes such as customer service in the fall catalog because they help prepare students for employment. Val told him that because of the budget, non-credit classes had been taken out. Angie added that the Student Services program gives classes on customer service but does not give certificates. Gilbert mentioned that ESL classes are the only non-credit classes still in the schedule.

b. Credit by Exam

Todd asked if credit by exam could be taken for all courses. Val told him that not all courses were open to credit by exam. Some courses need the in-class interaction. Carol Lee is working with divisions to develop a list of classes available for credit by exam.

c. CTA Meeting

Jeff, Angie, and Judy passed along information from the CTA meeting they attended.

d. Textbooks

Todd expressed concern that the bookstore is not ordering enough books for the number of students enrolled in classes. He said he has seen a trend over the last two or three semesters. Angie stated that once the bookstore is notified that more books are needed, they are ordered within 24 hours. She also added that the reason the bookstore orders the number of books that they do is because they estimate what is needed due to students buying books from each other and buying online. Another reason is that the publishers do charge a restocking fee for any books not sold. Angie suggested that anyone with a problem should talk to the manager; he will do his best to resolve the issue.

e. Online Classes

Jeff asked if his meeting date and classroom could be changed for his BUS 132 class. Maria will make the change in BANNER.

X. ADJOURNMENT

The meeting adjourned at 3:20 p.m.

Recording Secretary: Maria Sell