

Business & Technology Division

MEETING MINUTES

Friday, 1/29/16

BMC 204

Attendance: Craig Roberts, Kathleen Clark, JC Prado, Sal Cardinale, DJ Singh, Kim Ram, Setsuko Phegley, Robert Boardman, Tom Rebold, Wes Harden, Jon Mikkelsen, Jon Knolle, Jeff Walker, Terry Hallock, Michael Stewart, Leandro Castillo, Scott Gunter, Lynn Cellars

Call to Order: LC called meeting to order. LC recognized Sal Cardinale's attendance as well as new division members and asked everyone to introduce themselves.

New Business:

- 1) **Wi-Fi – Robert Boardman – Network Engineer:** RB has requested the division's participation to test Authenticated Wi-Fi in the CSIS computer labs; part of the testing would involve the monitoring of student use of the system and its ability to handle high capacity load. Authenticated Wi-Fi asks for a user name and password in order to access the service; currently we are using unauthenticated Wi-Fi that can be accessed by anyone. The unauthenticated use limits the bandwidth which affects usability. Until testing is completed and the authenticated version is rolled out, the current unauthenticated version will be available for use. The group approved and RB will contact the appropriate instructors to schedule a time for a class visit.
- 2) **Program Reflections – Jon Knolle – Dean of Instruction:** JK reminded us that Program Reflections are part of the resource allocation process with Action Plans listing future needs of all programs. When funding is available to possibly fulfill those requests, there must be a reference point to those needs – the Action Plan. He asked that we think in terms of software upgrades, equipment needs, etc. It was recognized that funding in the past was non-existent but with multiple funding streams now available it is imperative that we plan accordingly.

Old Business: None

Action Items: None

Departments:

- A) **BUSC – Leandro Castillo:** LC stated that a new staff member had been hired for the Business Skills Lab at the MEC. Lynn Cellars is MS qualified and formerly with Heald College. Additionally, the Business Skills Coordinator position is currently under review by administration. Until administration makes a determination regarding the position, LC will be working closely with the BUSC staff and the Dean to assist with issues pertaining to the center.
- B) **BUSI – Jon Mikkelsen:** JM stated that updates to courses and programs were approved and he was working with the Business Chair at CSUMB – Dr. Shyam Kamath – in aligning courses.

- C) COOP – Kathleen Clark:** KC stated that the program received a \$5,000 grant from the Monterey Youth Association and \$5,000 from Bank of America. Part of the funds would be used as a stipend for Interns/Faculty Advisors: Wendy Talbert and Marnie Kalauch. She also informed the group that BMC 206 would be in use on Thursday evenings by the VITA (Volunteer Income Tax Assistance) Program. This program prepares tax returns for the general public. Fourteen students from MPC and CSUMB will receive credit for this work.
- D) CSIS – DJ Singh:** DJS stated that the CSIS Advisory Board met. Fifteen individuals attended including industry experts and CSUMB faculty. He added that CTE funds for Cyber Security are available and he was working with one of our adjuncts currently employed with NPS to create content for the Certified Ethical Hacking (CEH) certification.

CAC: LC stated that the last day to edit the 16-17 catalog for typos is 3/4 and the deadline for 17-18 curriculum is 10/1.

ASAG: JM stated that ASAG last met on 11/9. The Budget Committee is scheduled to meet on 2/3.

PC Tech: WH informed the group that imaging for the computer labs had been completed. Additionally, the evening Tech Specialist – Gustavo – would be on vacation starting 2/8 and returning 2/22.

DOM: SG reminded everyone that syllabi and office hours were due by 2/5.

AA Report:

Senate: Kathleen Clark: KC stated that the Senate had not yet met. She added that a committee to support COOP growth was to be joined by JM and SC.

College Council: DJ Singh: DJS stated that members from CBT (California Brain Trust) would meet with the committee at its next meeting and information about a new Financial Aid management system was discussed.

AAAG: Leandro Castillo: LC reiterated that syllabi were due by 2/5 and to please include GEO's if required. He reminded the group that the Accreditation site visit is this fall. He asked that individual websites were updated ASAP. LC stated that Beccie Michaels with the Foundation has \$7,000 in grant funding was available for a STEM Building Project. Additionally, Professional Development applications are due to the Foundation by 2/29. A \$3,000 expenditure for the repair of the Spectrometer in Life Sciences was approved or the course would be unable to meet. The Academic Senate is looking at a process and timeline to catch up on Instructor Reflections prior to the site visit this fall. Under consideration is changing the Instructor Reflections to Course Reflections. This would allow multiple instructors to reflect upon the same course instead of individually and which could alter the timeline to an annual update instead of per semester requirement.

Adjournment: Leandro Castillo: LC welcomed everyone back and recognized JC Prado's last semester with us.

***Upcoming Meetings: TBD**