

## Business & Technology Division

### MEETING MINUTES

Friday, 2/26/16

BMC 204

**Attendance:** Glenn Tozier, Wes Harden, Setsuko Phegley, Craig Roberts, Michael Stewart, JC Prado, Kathleen Clark, Jeff Walker, Jon Mikkelsen, Terry Hallock, Leandro Castillo, Scott Gunter, DJ Singh, Tom Rebold & Jon Knolle.

**Call to Order:** LC welcomed everyone and recognized Glenn Tozier as a guest.

#### New Business:

- 1) **Library Databases – Glenn Tozier – Digital Services Librarian:** GT informed the group about a new database now available called Statista which provides statistical data that could be very useful to students' research. He showed the group how to access this database and took questions relating to the use and type of information offered. Additionally, he stated that librarians are available for class visits to inform students of available research resources. He also asked for feedback and suggestions on reference materials that the library could possibly provide that that are currently not offered.
- 2) **Census Desk Calendar:** LC provided the group with a Census Desk Calendar from Admissions & Records which lists important dates such as Census, Finals, etc. The goal in offering this calendar is to assist instructors and students in their awareness and compliance of semester deadlines. Also acknowledged was the additional Flex Day for Thursday, April 28<sup>th</sup>. Classes will not be held this day, KC added that the Senate is putting together some Flex Day activities. A concern about not meeting the Student Contact Hours requirement was raised and JK believed that it was taken into consideration but would follow up to confirm. A question regarding final grades submission was raised; with finals including a Friday, would grades need to be submitted that same day? JK was quite sure that two working days was the standard but would follow up to confirm. JW mentioned multiple days for Census Certification for online BUSC courses; LC said he would follow up with A&R.

**Old Business:** None

**Action Items:** None

#### Departments:

- A) **BUSC – Leandro Castillo:** LC stated that a BUSC staff meeting is scheduled after the Division Meeting.
- B) **BUSI – Jon Mikkelsen:** JM informed the group that the articulation process with CSUMB had started. Also, grant funds were available for software, travel, course building, advisory board and marketing for the department. JM added that the hiring process was underway for the new Business instructor.
- C) **COOP – Kathleen Clark:** KC stated that COOP had a very successful time at Lobos Day. An Instagram account for COOP was established by an intern.

**D) CSIS – DJ Singh:** DJS stated that he attended a grant meeting the day before. JK added that Jamie Dagdigian with Creative Arts was partnering with the CSIS department and CSUMB on developing a Graphic Web Design program. It was also mentioned that the CSIS department at CSUMB is located in the new Business Department building.

**CAC:** No report.

**ASAG:** JM stated that the group had not met as of late. He added that he was stepping away from that committee and joining the Budget Committee.

**PC Tech:** WH informed the group that new projectors would be installed in 205 and 206 during the break along with wiring to update the picture quality to HDMI for 205, 206 and 207. LC mentioned that the projector in 107 was not working very well; WH said he would follow up.

**DOM:** SG added that new PC's for 207 were ordered and anticipated to arrive in time to install during Spring Break. The current PC's from 207 would then be moved to 201 to replace as many older units as possible.

**AA Report:**

**Senate: Kathleen Clark:** KC provided a handout written by Merry Dennehy from the English Department about privacy concerns regarding Google searches by students. One specific concern has to do with whether Google search algorithms tailor searches to like-minded results – not ALL available information. The Senate asked that this information be shared with all Divisions and whether it merited further discussion; the group agreed and KC said she would pass our decision on to them.

**College Council: DJ Singh:** DJS stated that the Council had met every week for February. One of the additional meetings was to address clarity for the Scope of Work (SOW) that the Council had sent to CBT. 2 IT positions (Network Engineer and Instructional Tech) were given first readings. DJS addressed concerns about the positions and it was agreed that more information would be upcoming at the next meeting. SG added that the Council agreed to formalize the current Co-Chair make up – one faculty and one classified member - in its bylaws.

**AAAG: Leandro Castillo:** LC informed the group that he would be on a sub-committee (Institutional Funds Process Committee) to look at the process for short and long term equipment needs. He added that Catherine Webb would like to meet with each division to prepare them for the upcoming accreditation visit in October. The group agreed and SG will set up a date for a future division meeting before the summer break. LC added that the group was investigating changing the SLO Reflection process to a Course Reflection process which would include feedback from multiple instructors at one time with the goal of ensuring greater response; the decision to be made by the end of the semester.

**Adjournment: Leandro Castillo:** LC adjourned the meeting with dates for upcoming meetings.

**\*Upcoming Meetings:** Fridays, 3/25, 4/22 and 5/27

\*subject to change