

## Business & Technology Division

### MEETING MINUTES

Friday, March 25, 2016

BMC 204

**Attendance:** Wes Harden, Setsuko Phegley, Michael Stewart, DJ Singh, Leandro Castillo, Scott Gunter, Jeff Walker, Tom Rebold, Jon Mikkelsen

**Approve Minutes from Prior Meeting:** 1<sup>st</sup> – JW, 2<sup>nd</sup> – DJS, unanimous approval.

#### New Business:

- 1) **Course Title and/or Designation Syllabus Draft:** LC informed the group that a Sub-Committee of Academic Senate was formed to determine if a common syllabus template would be beneficial to faculty and students. A copy of a first draft was shared and discussed.
- 2) **Instructor Reflections:** LC reported that the MPCTA and Administration have agreed to compensate instructors - \$100 – to complete their Instructor Reflections; this applies to fulltime and adjunct positions. He also addressed three handouts that listed courses and programs that were in need of completion. Administration has set the completion rate at 60%.
- 3) **Finals Schedule:** LC distributed a memo and revised Spring 2016 Finals Schedule. The revision is due to Memorial Day falling on the Monday of finals week. The memo addressed Monday evening classes “suggesting that the faculty determine a suitable time for all students in their classes to offer the final exam during that week (Tuesday through Friday) and schedule the final exam on that day.”
- 4) **Division Chair Evaluation:** LC reported that all Division Chair Evaluations had been postponed and completion for the end of the semester. He asked for a chair and committee member – JM will chair and DJS will fulfill the committee member position with the agreement that the next Division Chair Evaluation will be chaired by DJS.
- 5) **Book Adoptions:** LC addressed an email sent by the MPC Bookstore stating that they would no longer send paper order forms and that ordering would be completed through their online ordering system.

**Old Business: None**

**Action Items: None**

#### Departments:

- A) **BUSC – Leandro Castillo:** LC reported that a position paper was submitted from the BUSC staff that addressed options that would benefit an effectively and efficiently run center.
- B) **BUSI – Jon Mikkelsen:** JM reported that business instructor candidates had been interviewed and the final selections had been sent to the President. He added that grant funds were being used to market the Business department.
- C) **COOP – Kathleen Clark:** No report.

**D) CSIS – DJ Singh:** DJS reported that the final round of interviews were to be completed on that day.

**CAC:** No report.

**Budget Committee – Jon Mikkelsen:** JM reported that the committee had not met.

**PC Tech:** WH reported that new computers would be installed during the break into BMC 207.

**DOM:** SG added that in addition to the new computers in BMC 207, the PC's from that room would replace the older PC's in BMC 201 (Business Skills Center) and new projectors would be installed in BMC 205 and 206.

**AA Report:**

**Senate: Kathleen Clark:** No report.

**College Council: DJ Singh:** DJS reported that the President would like to add positions to Administration, including a PIO, Dean of Institutional Effectiveness, Dean of Continuing Ed, etc.

**AAAG: Leandro Castillo:** LC reported that AAAG received a presentation from Pam Deagan with Collaborative Brain Trust (CBT) regarding Enrollment Management. Her presentation focused on effective and efficient scheduling including larger class sizes. One such suggestion was increasing some classes to 60 plus enrollment. LC asked if this was not an equity issue with some instructors teaching larger classes and others teaching smaller classes, her response was that was an issue with the district.

**Adjournment: Leandro Castillo:** Meeting adjourned at 12:55PM.

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

\*subject to change