

MINUTES: BUSINESS DIVISION MEETING

May 23, 2018 | 1:00 – 2:00pm

MEETING CALLED TO ORDER AT 1:10PM

1. Jamina – Welcome
 - Introduced Jamina, who is the Secretary to Dean Manner in Academic Affairs. Additionally, she is assisting Jerry and the Business Division with anything he/they may need. Her extension is x4292.
2. Business Club and Visitations
 - Demoner wants to take students to tour companies in Silicon Beach. They will interview company executives, possibly initiate future internships, and/or offer advice to students on various business principles.
 - Also have two new people to add to the advisory committee.
3. Work Environment
 - The smell coming from SSB is from the chemicals and there is no clear decision on how to secure the classrooms. An investigation is ongoing regarding the claims of infestation.
 - There have been no updates to the Office Allocation Guidelines. A printout went around for everyone to review. Demoner has the original file for future reference.
4. Senate
 - Ybarra attended a presentation on the rebuilding program – administration is planning on demolishing the CE building and Library, and rebuilding a 5 story building (with faster elevators). Estimated time to build is 4-5 years.
5. Facilities report/New building report
 - Matosic provided a Construction Program Report with a timeline, including a breakdown of the phases. Administration is aiming to break ground Jan-Feb 2019.
 - Matosic and Dean Manner recently spoke about the installation of new AC systems, roofs, and LED lighting around campus. We are assured that the new CE building will be built before the old building is demolished.
6. Perkins
 - Funds should be made available soon. Matosic spoke with Dean Dones and stressed the importance of more communication with Michelle.
 - Dean Dones emphasized the advisory meeting, which is scheduled for May 31st from 3-5pm in Winlock Room. Need to make sure any purchase requests are included in the minutes and that any/all needs are outlined in the memo/agenda and sent to Dean Dones ahead of time.
7. Advisory Board Meeting Dates & Assignments
 - Priority: Need to send a notification to the attendees inviting them to the meeting.
 - The invite list needs to be edited because some people are no longer affiliated, are moving, or are unreliable members. Ybarra suggested 5 people to add, Matosic will follow up with them and confirm attendance. Headcount is currently at 17. Jamina will help coordinate food.
 - Need to get updated report from Agyeman for the meeting. Daniel will handle this.

- Need an agenda for the meeting. Agenda will include:
 - Introductions (everyone)
 - Outline of class content (for one class as an example – also include schedule of classes for summer/fall 2018)
 - Description of typical WEST LA student (incorporate data from Agyeman – also include testimony from 1-2 students)
 - Open floor for Q&A with industry professional attendees (need to brainstorm questions in advance)
 - Include talking points for uses of funds.
 - Need conference money, books, technology (laptops, adaptors, conversion software, calculators).
8. SLO Update
- Institutional SLOs – students created posters and gave presentations on various topics (sanitation, health, diet). Ybarra judged the poster contest and gave feedback.
 - To do: we need to raise numbers for SLO completion.
9. New Hire
- The open faculty position has closed as of May 18th. Committee is on schedule to have a new hire by the end of the summer and for them to start in Fall 2018.
10. OER classes
- Matosic spoke to E. Ichon about doing BUS001 as OER in Fall 2018 (unconfirmed), Matosic is actually doing BUS032 as a test run/pilot for spring 2018. Upon completion, Matosic will review, give feedback, and confer with Demoner about the McGraw-Hill book. The goal is to adopt a uniformed class system for everyone.
 - Need to make sure that adjunct instructors are on board with OER program(s). Overall desire is to be on one accord with which classes/subjects are converting to OER and which will stay as is.
 - Dean Manner is looking for confirmation on BUS 001, 005, 041, and 013 (regarding OER class status) – general consensus is that currently none of those classes are approved, but they can be if there is time for pilot testing, including an end of term report detailing the PROs and CONs.
 - Matosic will lead the OER class vetting process.
11. Brochure
- Daniel will review the brochure and give notes, make it presentable and submit.
 - One note was to reconsider including the actual per unit rate because it may change overtime – perhaps include generic statement about our prices being the lowest.
12. Certificate of Achievement
- Jerry wants to put certificates together by Summer 2018.
 - BUS185 and BUS285 were approved to be pulled out of the archive and included in the Business Degree as electives (this was spoken about at the curriculum meeting) – also the class units have not been approved for 12 units (which is desired), it is currently at 8 units.
13. Questions: NO QUESTIONS

MEETING ADJOURNED AT 2:25PM