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# EL CAMINO COLLEGE

## Division of Business

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### **MINUTES**

Division Council Meeting

October 13, 2015

**Present:** Rapp, Virginia – Chair  
Lee, Andre  
Maler, Norbert  
Pahl, David  
Troesh, Joshua  
Carbonell, Jener  
Noguera, Jason

**Absent:** Botello, Michael

**Recorder:** Lavonné Plum

The meeting began at 1:00 p.m.

Everyone was thanked for coming to the meeting.

### **ASO SURVEY**

The Business senators discussed a survey to be distributed to Business students and asked if faculty had any additional input.

It was stated that the survey is intended to get an idea of the student's needs and help direct them in the right direction, particularly in how the courses link to desired careers. Speaking events were also discussed and it was explained how beneficial they are. The senators hope to set up panels to speak to students about transferring to CSU's and UC's.

It was added that the Accounting department had been setting up similar events in which industry professionals were invited to speak about careers in Accounting. Senator Jason shared he had been to one that was both informational and helpful.

### **DEPARTMENT PLANS/BUDGETING AND PLANNING**

Department plans were discussed. The contact for each area was announced. It was explained that the departmental needs must be part of the plan, including but not limited to staffing, equipment, courses, etc. There was a brief discussion regarding the potential of one plan for Office Administration and Management. It was emphasized that specifics and projected costs need to be included in the appendices of each department plan.

As discussions continued, the council was reminded of the plans importance as the link between planning and budget was one of the reasons the college was placed on warning and that the plans are what is being used to distribute funding that becomes available.

### **STUDENT EQUITY FUNDING**

It was stated that funding had become available to assist in student success. The group identified for El Camino was African American students. The various options that the funding could be spent on (i.e. embedded tutors) were briefly discussed. It was clarified that the funding could only be used in relation to Business 1A and/or CIS 13 classes as those were specifically identified as courses with large African American student enrollments. It was announced that a rough draft would be due immediately.

SI coaches were also discussed and L. Barruetta was identified as the contact for SI coaches. It was added that working with SI coaches is an extensive process in which the faculty work very closely with the SI coach. The student senators shared that the SI coaches in Business 1A were of great help in their success in the course.

As discussions returned to the SEP funds approved costs were briefly discussed.

### **SLOS**

The council was asked to be mindful of which course SLO was to be assessed and ensure the appropriate information was submitted by the deadline.

### **CURRICULUM UPDATE**

It was stated that courses were being pushed through. All courses in Business, except two, are CTE courses with a 2-year review cycle; by the end of Spring 16, every course in Business will have been reviewed.

### **INSTITUTIONAL RESEARCH REQUEST**

The request procedures were distributed via handout. It was stated that institutional research could assist with obtaining information for reports as well as survey creation.

### **SENATE UPDATE**

The Academic Senate had recently passed the administrative procedures regarding sexual assault.

Academic Senate discussions regarding the ACCJC were tabled until the Union could respond.

### **OTHER BUSINESS**

Career Coach was discussed as a service available to students that allows them to look for specific jobs in specific areas. It has numerous helpful links such as resume assistance. The link is currently located on the Business Division webpage. All were encouraged to look at it.

The meeting adjourned at 1:55 p.m.