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## EL CAMINO COLLEGE

### Division of Business

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#### **MINUTES**

Division Council Meeting  
September 23, 2014

**Present:** Rapp, Virginia – Chair  
Maler, Norbert  
Pahl, David  
Troesh, Joshua

**Absent:** Grogan, Donna  
Lee, Andre  
Ross, Dovard  
Siripat, Jessica

**Recorder:** Lavonné Plum

The meeting was called to order at 1:10 p.m.

#### **FACULTY HIRING**

It was announced that the college was in the process of faculty hiring. The campus process was explained. The Council agreed that the Business Division would be requesting one position in Business Management, Accounting, and CIS. It was added that these areas have had growth potential especially; in Business Management with a 23% increase in enrollment over the last year.

The Council had previously voted that V. Pham would be the faculty representative. J. Thompson had served in this capacity in the past. V. Pham would have an independent vote. It was added that we had been advised that there would be another large hiring class of approximately 20 faculty. It was also explained that the college has planned to hire earlier than in past years.

There was a brief discussion about justification for hiring including more than enrollment. The impact of the prerequisite for CIS 13 was discussed. It was explained that the prerequisite would be removed mid-year and the enrollment is expected to return to normal.

It was explained that Business's retirements had been keeping pace with hiring for the division so the division had not grown in years.

#### **FALL 2014 ENROLLMENT/2015 GROWTH**

Enrollment was down campus-wide this semester. The college did not meet the goal of FTES and had to use summer FTES.

There was discussion about enrollment in Accounting and CIS. There was also discussion about Summer 2015; its development would begin soon. Possible classes to be offered were discussed. This led to a discussion about adult education being moved to community colleges. It was stated that still seems to be the plan as well as program elimination due to non-issuance of degrees and certificates.

It was announced that the Business Division had a student transfer into the HAAS School of Business which was a first for us.

#### **GREAT SHAKEOUT**

The Great Shakeout will take place October 16, 2014 at 10:16 a.m. Concerns regarding last year's drill and the evacuation of the building were discussed. It was explained that the building was not easily evacuated with the south staircase being the main exit. The internal stairs were cut off by a curtain which also cut off the area of refuge.

It was announced that there would be a meeting for building captains and alternate exit strategies would be discussed. It was also stated that more people would be needed at various locations within the building.

### **SCHEDULE REVIEW**

Faculty were asked to be sure to review their schedule for Spring 2015.

### **STUDENT INTEREST SURVEY**

J. Troesh and D. Pahl addressed the council regarding a survey to be administered to Business students. It was explained that the handout was a draft of some questions to get a feel of what Business students want and what their future plans may be. It was explained that the survey could be an on-going information source for Business.

As discussions drew to a close it was decided that when the survey was completed it would be forwarded to the Division Council members via email.

### **OTHER BUSINESS**

Curriculum was discussed and the need to have revisions completed in order to be included in the 2015-2016 catalog.

There was a discussion about certificates to be created in the Management department. The certificates would be placed on hold for now. The curriculum process and how it has changed was discussed. It was also suggested that if possible courses should be revised.

The SLO assessment grids were discussed.

The meeting adjourned at 1:50 p.m.