



Aracely Aguiar, MBA
Dean of Career & Tech
Education

Business Division Meeting

Agenda

Thursday, February 23, 2017

1:00 PM

Call to order— Welcome & Call to order

Minutes: November 21, 2016 Division Meeting

Reports:

Budget Committee – C. Daniel
Advisory Board-T. Matosic
Curriculum committee—G. Demoner
Work Environment committee – T. Matosic
SLO Committee—Standard Discipline list-- L. Ybarra
Distance Ed Committee-- Canvas—Daniel
Business/Accounting Club—L. Ybarra
Perkins Committee—G. Demoner
Senate—L. Ybarra
Facilities Committee –T. Matosic
AFT faculty representative-- needs to be assigned

New Business

Certificate of Achievement—Set committee
New Positions (2) - Real Estate & Sports & Entertainment 3/2
Book of Pathways and other information
Program review
Other items from the floor

Adjournment

**BUSINESS
DIVISION**

FULL-TIME FACULTY

Jerry Ludwig, Chair

Charles V. Daniel
Gustavo Demoner
Todd Matosic
Lorenzo Ybarra

**BUSINESS
DISCIPLINES**

Accounting
Business
Business Law
Finance
Hospitality
Management
Marketing
Real Estate
Travel

ATTENDANCE CLASS BUSINESS DIVISION DATE 2/24/17

SESSION 1 SESSION 2

PRINTED LEGIBLE NAME	<i>Signature</i>	PRINTED LEGIBLE NAME	<i>Signature</i>
Kay BOLES	<i>Kay Boles</i>		
<i>Gustavo Romero</i>	<i>Gustavo</i>		
Bill Vega	<i>Bill Vega</i>		
Janet Laurin	<i>Janet Laurin</i>		
Peg Edd	Peg Edd		
Charles Dante	<i>Charles Dante</i>		
Todd Matosic	<i>Todd Matosic</i>		
Conrad Lopez	<i>Conrad Lopez</i>		
KEVIN FARMER	<i>Kevin Farmer</i>		
LORENZO YARRA	<i>Lorenzo Yarra</i>		

Minutes of the Faculty Meeting
Business Division of West Los Angeles College
of November 22, 2016

Call to Order and Administration. Per notice given the faculty meeting of the Career Studies Division of West Los Angeles College was called to order on August 20, 2016 at 1:07 p.m. by Chair Jerry Ludwig in Room CE-204 at the college. With no dissensions the agenda was accepted as presented. The minutes of the prior meeting of October 19, 2016 were accepted as presented.

Present. Chair Ludwig welcomed all those present: Kay Boles, Charles Daniel, Faz Elahi, Gustavo Demoner, Jerry Ludwig, Todd Matosic, and Lorenzo Ybarra.

Student Worker. Chair Jerry announced that the division continues to have an excellent student worker, Rachelle Cornelius. Chair Jerry mentioned that Rachelle is available to assist all faculty members. Rachelle is located in the Academic Affairs Office area.

Curriculum Report. Chair Jerry announced that the Curriculum Committee needs a faculty representative from our division. Todd Matosic accepted the assignment.

SLO Representative. Lorenzo Ybarra reported that the SLO TracDat program continues to operate smoothly, although on a demonstration basis. TracDat will be used for SLO input beginning with the fall 2016 classes. SLO evaluations for semesters prior to fall 2016 should be done as before—manually.

Budget and Canvas-Distance Education. Charles Daniel reported that the updated financial information for the last academic year continues to show that the year ended with a surplus.

Also, Charles reported that the pilot program using Canvas for distance education (online) classes is continuing successfully. Canvas is expected to be exclusively used for distance education classes beginning in spring 2018.

Advisory Board and Work Environment Committee. Todd Matosic stated that the Advisory Board will meet again in December 15 and asked all faculty members to submit their informational items within the next few days.

Further, Todd reported that the Work Environment Committee continues to meet and address issues presented to it. Todd stated that he would relevant issues to us as they occur.

Business-Accounting Club. Lorenzo Ybarra reported that he continues to work on establishing a business-accounting club to start in the fall semester. He said that he was concerned that our student population would not support the normal collegiate social club of accounting students. He stated that most of our accounting students that expressed an interest are working students and would prefer seminar presentations.

Division Elections for an Adjunct Representative. Chair Jerry stated that division elections for an adjunct representative should occur in spring 2017.

(Continued, Minutes)

Update of Degree and Certificate Plans to the Catalogue. Chair Jerry said that we should make sure that we have the updated plans for the degree and certificate programs in the College Catalogue.

Academic Senate. Lorenzo stated that he continues to attend the WLAC Academic Senate meetings. Senate reports were distributed to the attendees.

Additional Assignments. Chair Jerry reported that our division needs a faculty representative on the Facilities Committee and one in the AFT Guild Chapter.

Perkins Committee. Gus Demoner reminded us that we have approximately \$10,000 available in Perkins funds for the current academic year.

Adjournment. The meeting was adjourned at 2:02 p.m.

Respectfully,

Lorenzo Ybarra

Lorenzo Ybarra, MBA, CPA
Assistant Professor

Scriba momentarius