



**IMPERIAL VALLEY COLLEGE
BUSINESS DEPARTMENT
MEETING**

UNADOPTED MINUTES

Thursday September 20, 2018

**1:00 p.m. – 2:00 p.m.
Room 801**

Those in attendance were as follows:

Gordon Bailey, CIS
Alison Brock, Business
Craig Blek, Business
Andres Martinez, Department Chair
Tisha Nelson, Staff Secretary
Jeff Beckley, Business
Angie Ruiz, Business
Dr. Christina Tafoya, VP

I. Call to Order

The meeting was called to order by Andres Martinez at 1:00 P.M.

II. Approval of minutes

M/S/C: Craig Blek/Jeffrey Beckley to approve minutes of May 8th, 2018 as presented.

III. Accounting Suffix passed

Andres informed Faculty that the following changes to the accounting suffix with take effect in Fall 2019.

- BUS 100: Practical Accounting > ACCT 100
- BUS 240: Computer Accounting > ACCT 240
- BUS 210: Principles of Financial Accounting > ACCT 210
- BUS 220: Principles of Managerial Accounting > ACCT 220

IV. Online course development

Andres mentioned to Faculty that Xiochi came to him and asked if any Instructors would be interested in developing online courses. He informed them that the deadline to develop the online courses is on September 21st and to let him know before the deadline if they would like to.

- Angie Ruiz brought up possibly making the Microsoft Word and Employment readiness courses hybrid.
- Jeffrey Beckley mentioned that he is in the process of developing a BUS 132 course online.

V. BUS 169: Records Management name change

Andres informed Faculty the plan to change the name of the BUS 169 from Records Management to Records and Information Management.

All Faculty agreed, Angie mentioned as long as the Microsoft version is current.

Andres mentioned to the Faculty that CID was not attached to some of the programs so he went ahead and made the changes to add CID.

Dr. Christina Tafoya added that in order for students to qualify for Financial Aid they need 12 units or more.

VI. Banners for Marketing

Andres showed the Faculty the banners that Diana and himself made for all the programs for the Career Day.

Andres explained a little bit about the new CIT program he has been working on and that it will offer students to be able to transfer over to University of Arizona. UOA also has a Network Security Program that gives the students the opportunity to do an internship with the CIA.

VII. Career Day at IVC gym

Faculty was informed about the Career Day being held on October 1st in the gym from 10:00 to 1:00PM.

Andres also informed the Faculty that there would be another event on November 2nd outside of the Science Building if anyone was interested in having a booth.

VIII. PPIS List

Andres showed the Faculty the PPIS list he generated and turned in to Efrain.

IX. CIS changes moving to Curricunet

Andres told Faculty that he would send an email out to them and they can have a discussion next meeting about the move to Curricunet.

X. Agriculture Articulation Agreement with UOA

Andres went over the new agreement and courses that Agriculture has with University of Arizona.

XI. Program Review

Andres told Faculty that he would send out the following information for the Program review to all Faculty to fill out before the November 20th deadline.

- Business Administration Comprehensive
- Business Management Comprehensive

XII. Meeting was adjourned by Andres Martinez at 1:28 PM