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## **BUSINESS DIVISION MEETING**

**Tuesday, November 13, 2012  
12:20 p.m., Room 1704**

Present: Gordon Bailey, Craig Blek, Alison Brock, Walid Ghanim, Sylvia Lemus, Andres Martinez, Angie Ruiz, Maria Sell, Vicki Vilorio

### **I. CALL TO ORDER**

The meeting was called to order at 12:20 pm.

### **II. BUS 260 (C-ID)**

The BUS 260 C-ID number will need to be changed to match the rest of the community colleges numbering system. ENGL 099 and Microsoft Word class are currently listed as recommended; however, they will need to be listed as required.

### **III. Program Pathways**

Mr. Blek handed out examples of Cerros Coso College's Program Pathways. This show students the courses they would need to take and in what semester to finish a particular program of study in a timely manner. Imperial Valley College might move forward with this format as well as it will be helpful to students. Mrs. Ruiz pointed out that this is already in place for the Office Technology program. Ms. Lemus stated that a bigger emphasis on ethics should be added to all courses if not, develop a new ethics course that students should be required to take.

### **IV. PLO'S**

#### **a. Assessment**

Completed PLO's were emailed to everyone. Instructors are asked to look them over in order to figure out how to assess them for the next PLO meeting. A sampling of sections is all that is required not all sections of a course.

Mr. Blek suggests giving surveys to students in a capstone course such as BUS 220 for the Business Administration major. A caveat is that the students must be in the respective major in order to assess.

Only one or two of the PLO's must be assessed by spring. Instructors must know by March how they will assess because this must be completed by May.

**V. CIS changes/updates**

BUS 210 will be dropped as a required class from the CIS major. This change must also be reflected on the PLO's.

**VI. Other**

**a. Honors Program**

Beginning in spring, IVC will be implementing an honors program in which instructors will be able to volunteer to teach honors sections of their courses. They will need to develop a separate syllabus for honors students. Students will be required to do about 25-33% more work on extra readings, projects, etc. Once enrolled in an honors section, a student will not be able to go back to the regular course.

**VII. Adjournment**

The meeting was adjourned at 1:20 pm.