



**IMPERIAL VALLEY COLLEGE  
BUSINESS DEPARTMENT  
MEETING**

**UNADOPTED MINUTES**

**Tuesday November 14, 2017**

**12:50 p.m. – 1:50 p.m.  
Room 801**

**Those in attendance were as follows:**

Tisha Nelson, Recording Secretary  
Gordon Bailey, CIS  
Jeff Beckley, Business  
Craig Blek, Business  
Alison Brock, Business  
Walid Ghanim, CIS  
Michael Kanyi, AG  
Angie Ruiz, Business  
Andres Martinez, Department Chair  
Vicki Vilorio, Business  
Todd Hansink, Business  
Efrain Silva, Department Dean

**I. Call to Order**

The meeting was called to order by Andres Martinez at 12:56 p.m.

**II. Welcome Tisha Nelson**

**III. Moving to Windows 10 & Office 2016 for Fall 2018**

Mr. Martinez informed the faculty that all computers will need to be updated to Windows 10 by Fall 2018 and to also move Windows 10 to Staff office computers. It was also discussed that Adobe Flash, CurricUNET and the Browsers on the computers needed to be updated for Winter 2018.

**IV. New Campus Hour**

Mr. Martinez informed faculty that fro Fall 2018 there will be a new campus hour on Mondays and Wednesdays at 2:40PM. He also mentioned that Melody is working on changing the class hours around campus hour.

**V. Program Review**

Mr. Martinez informed faculty that the program review was finished and put into SPOL.

**VI. SLOs**

Mr. Martinez reminded faculty that SLOs needed to be filled out and were due by December 1<sup>st</sup>.

**VII. Enhanced Budget Requests**

Mr. Martinez asked faculty if there were any budget requests and the following were mentioned.

- Adobe Software
- Full time Secretary
- More adjustable desks
- Another \$500 for CIS

**VIII. Department Website Update**

Mr. Martinez informed faculty that the department website has been updated.

**IX. Project Eagle**

Efrain informed faculty about Project Eagle that it was an attempt to convince solar manufacturers to come to the valley. He also mentioned that they were looking at sites in El Centro and also in Phoenix and there would be a \$160 tax breaks.

**X. CIS Advisory Meeting**

The CIS Advisory Meeting would be on 28<sup>th</sup> or 30<sup>th</sup> during campus hour. Mr. Martinez mentioned that he will contact Janeth to invite businessmen.

**XI. ESL/ BUS Fast Track Program/Internship**

Mr. Martinez discussed with the faculty about bringing back the fast track programs and internships.

**XII. CISCO class to Certificate**

Faculty discussed a possible Ethical Hacking/ Networking security class to tie into the certificate that would be two classes for 1 ½ months and an exam.

**XIII. Online Classes**

Mr. Martinez informed faculty that if anyone was interested in developing online/hybrid courses to submit them in Spring 2018.

**XIV. Other**

- Extending and adding computers to room 209 during Winter.
- Adobe no longer has flash and it was discussed having a video editing course in place of flash.
- The new Ag 101 course and program has improved.
- Angie will show at next meeting the practice test for Microsoft Certification and it was discussed that each class will have an access code.

**XV. Adjourn**

The meeting was adjourned by Mr. Martinez at 1:41 p.m.