Chairs/Directors Committee Meeting
October 28, 2014  9:30 a.m.
Minutes

Present: Joe Belch, Janie Chang, Annette Easton, David Ely, Tita Gray, Gary Grudnitski, Kathy Krentler, Larry Rhyne, Mehdi Salehizadeh, Nik Varaiya

Guests: Stephanie Smith, Heather LaPerle, Laura Bowden, Kristi Kelly, Tina Hrabak

1. Minutes for the October 14, 2014, meeting approved.

2. Renovation (Stephanie Smith)

The renovation is on schedule. During the installation of the patio cover, the crew discovered that the roof was in such poor shape that the entire roof of the building had to be replaced. Along with replacing the tiles, new roof drains are being installed. The roof repairs, which will cost about $1m, will be covered by the university. A mid-December finish of the Page Pavilion is still expected. During the first 2-3 weeks of December, some work will be done during non-working hours to minimize the impact on College activities. The acquisition of equipment for the 3M Lab is part of the overall plan for the renovated space.

Once the renovation is complete, the FMM department staff will move into what is now the Dean’s office area. Concern was expressed over the current configuration of the suite. Chairs of the departments served by the FMM staff emphasized that consultation should take place with the FMM staff and chairs. There was also support for trying to include a small conference room in FMM area.

3. Interim Associate Dean’s Announcements

• The College’s FTES target for Spring 2015 has been increased from 2,787 to 2,807.
• The next workshop on creating accessible Word documents and PDFs is November 21, noon – 1:30pm in Love Library 260. With the new requirement that departments upload course syllabi in an accessible format to the SDSU Syllabus Collection, faculty are encouraged to attend.
• A recent tip was sent by the ETS Help Desk notes that email accounts ending with @gmail.com are not the same as those ending with @mail.sdsu.edu. Since @gmail.com is not under SDSU’s educational license, student records cannot be emailed from these accounts. Also, university calendars must not be set on @gmail.com accounts.

4. Business Advising Center (Tita)

To improve student success, the BAC is developing an instrument to detect students who are struggling. Research is being encouraged in the BAC to raise the quality of discussions with the chairs.

The reviews for new student orientation were very positive. Students and parents felt welcomed. Thanks to the department chairs; their attendance made a difference.

On November 17, declarations will begin. Updates on new majors will be sent out weekly.
5. **Short-Term Study Abroad**

The committee discussed whether students yet to be admitted into upper division should be allowed to take upper division business courses that are offered as part of a faculty-lead study-abroad experience. The sense of the committee is that there should be a college-wide policy and that the undergraduate programs director should review exemptions. The requirements to enroll in upper-division courses and the procedure to petition for exception should be part of the information sessions. To identify these students, the application form could include a question on when the student expected to be admitted to upper-division in business. If the student has not been admitted but could be considered as a "provisional" admit, s/he will be allowed to take the course and upon successful completion have it count toward completing that upper-division requirement upon admission to upper-division in business.

6. **Career Services CBA Liaison**

Heather LaPerle, Campus internship coordinator introduced new staff members providing career services to business students.

- Laura Bowden – Career Counselor and liaison with CBA. Will be providing career counselling services to undergraduate and graduate students and alumni. Will be sharing career management information with CBA faculty and student organizations.

- Dr Kristi Kelly – Career Opportunities Manager. About 80% of her time will be spent working in the community developing internship and job opportunities.

- Tina Hrabak – Events and Internship Coordinator in the CBA’s Graduate Career Management Center. Will be providing administrative support for the internship programs for business students and marketing outreach.

7. **Graduate Admissions (Nik)**

Graduate admissions has gone paperless. A Hobsons online product is being used this year, but the university plans to switch to another vendor after this year.

8. **Academic Critical needs**

The committee reviewed each departments’ requests. Each department included support to renovate the Electronic Boardroom.