

**Arts and Humanities Division Meeting  
9:00 am, 1C3 AH, August 17, 2005**

The following faculty were present:

Susan VanSchuyver  
David Archer  
Doug Blake  
Dianne Broyles  
Patricia Brooks  
Rachel Butler  
David Charlson  
Ruth Charnay  
Mindie Dieu  
Michael Franco (in class)  
Abbie Figueroa  
Gwin Faulconer-Lippert  
Carlotta Hill (in class)  
Sue Hinton  
Sheri Hobbs  
Kim Jameson  
Jon Inglett  
Mary Ann Moore (sick)  
Lyn McDonald

Mary Beth McCauley  
Stephen Morrow (in class)  
Rochelle Mosby (covering office)  
Warren Neal  
Clay Randolph  
Linda Robinett  
Richard Rouillard  
Michael Punches  
Mary Punches  
Mark Schneberger  
Ron Staton  
Pamela Stout  
Mary Turner (not present)  
Bertha Wise

Cc: Dr. Paul Sechrist  
Dr. Brenda Harrison

1. **Summer Stories** – Faculty shared summer stories, vacation stores, and other events that happened over the summer.

**Introductions** – Doug Blake, Nina Smith, Chris Verschage and Mindie Dieu introduced themselves.

**Summer News – Recent Changes/Update:** Susan announced that we now have a new fax machine in the division office. The number is (405) 682-7820.

Susan handed out the following Above and Beyond Awards:

Gwin Faulconer-Lippert  
History Search Committee

Carlotta Hill  
Communications Lab Supervisor Search Committee

Mark Schneberger  
Communications Lab Supervisor Search Committee

Mary Turner  
Communications Lab Supervisor Search Committee

Ruth Charnay  
Theatre Systems Installation

Kim Jameson  
English Composition II Packet

Bertha Wise  
English Composition II Packet

Jon Inglett  
English Composition II Packet

Mike Franco  
English Composition II Packet

Pamela Stout  
English Composition II Packet

2. **Library Updates** – Rachel Butler announced to faculty that there is a new online Literature support site called McGills. She asked faculty to think about what the Library can do for faculty classes. The Library can help with research papers and provides web help to students.
3. **Attendance/No Drop for Non-Payment**  
**Take attendance! Keep excellent records.** – Susan discussed with faculty the importance of keeping good attendance records so as to be prepared for the Initial Attendance reports in the 4<sup>th</sup> week of classes. She explained that it is better to go ahead and check them as Not Attending if, for example, a student has called and promised to attend, but you have not seen them by the 4<sup>th</sup> week of class. Go ahead and check them as "Not Attending". Students will not be charged. Otherwise, students will be charged.
4. **Development Plans** - Susan will be going over your development plan with you. There is a sign up sheet in the office and appointments to review your development plan with Susan. Please remember they are developmental and not evaluative.  
Sign-up Sheet available – Conferences start on Monday, September 12th  
Draft due 48 hours before the conference
5. **Service Learning Options** - Susan will ask Liz Largent to come to September division meeting to explain service learning and bring specific examples.

6. **Trickle Down Responsibilities** – Susan explained that since Dr. Todd has been out, how the majority of his duties have trickled down to Dr. Sechrist. In addition, since Dr. Harrison has been out, Susan has been taking some of her responsibilities. Since Susan's duties have increased, Linda Robinett will be taking over Susan's duties regarding student issues and Jon Inglett will handle assessment plans this semester.

### **Advising Help**

Degree Sheets online

<http://www.okccc.edu/ah/forms/index.htm> --This site contains degree program sheets. They are under the title, Degree program Checklists. (Jon)

<http://www.okccc.edu/ah/multidivforms.html> --This website contains Multi-Divisional degree program forms. At the bottom of that site includes all the gen ed requirements and gen ed electives for a degree. (Bertha)

### **Deadlines/Events**

August 30—General Faculty and AA Professional Staff Meeting, 12:30-1:20

September—Development Plans and Conferences

September 1—Outside Work Forms due to Susan

August/Early September—Initial meetings with all program faculty on outcomes assessment

Sept. 16—Rough Drafts of FY05 Assessment Reports

Sept. 27—Final FY05 Assessment Reports to Susan

Sept. 29—Curriculum Proposals due to Susan

Sept. 30—Professional Development/Travel Requests to Susan

Oct. 14—Rough Drafts of Five Year Assessment Plans

Oct. 26—Final Five Year Assessment Plans due to Susan

Oct. 27—Curriculum Committee considers AH proposals

And the semester continues!!!