

**DIVISION OF BUSINESS  
DIVISION MEETING**

January 9, 2008

**TIME AND PLACE OF MEETING**

The meeting was held in room 2N2 at Oklahoma City Community College on January 9, 2008 at 9:00 a.m.

**THOSE IN ATTENDANCE:**

Dr. Jim Schwark, Lisa Adkins, Gyanendra Baral, Myra Decker, Jason Ferguson, Kayla Fessler, Jenean Jones, Dr. Marty Ludlum, Vijay Ramachandran, Rich Steere, Ron Summers, Anita Williams, Julie Young, and Kristi Fields.

Dr. Schwark opened the meeting, reminding faculty of the following:

- A test for the emergency phones at 9:30 a.m.
  
- Search committees will be formed in February or March to filling the positions of Larry Grummer and John Boyd.
  
- There is a search committee currently working on filling an Economics position.

Dr. Schwark talked about enrollment, saying that Business was down 7%, but reminded faculty that there was a 16% increase in enrollments this time last semester. Average class size for business is 17.

Dr. Schwark passed out a list of classes that will be participating in testing during Assessment Week.

Vijay Ramachandran reported on the Center for International Business saying that Mr. Akio Abayashi would be our next speaker. He will be speaking in the College Theater on February 27<sup>th</sup> from 12:30 to 1:30. We have added a registration form to the CIB's website. We have also added the notation that dress for the lecture is business casual. He also shared that Neil Goodman will be here for a workshop on April 16<sup>th</sup>. The workshop for outside businesses will be held on the library's 4<sup>th</sup> floor, from 8:30 – 11:30 a.m. There will be an afternoon workshop in one of our classrooms from 1:00 – 4:00 p.m. for faculty that would like to attend. Vijay asked that any recommendations for the online registration form be given to him.

Dr. Schwark asked that travel information be given to him as soon as possible for faculty who are making travel arrangements.

Anita Williams reported on Achieving the Dream. She said that the team looked at several classes to determine if there was a difference in the pass rate between students who took 12 hours before taking certain classes, and those who did not. They found that students who completed 12 hours before taking Accounting I, Geography, Economics and Principles of Management had a higher pass rate. They are now looking at possibly making the completion of 12 credit hours a prerequisite.

Dr. Schwark informed faculty that there will be a demonstration of the online course evaluation system on February 12<sup>th</sup> at 12:30 p.m.

Dr. Schwark passed out the new employee handbook and requested that faculty sign the form acknowledging that they had received it.

Dr. Schwark said that John Boyd had introduced him to Dan Yates, the new Director of Cultural Programs. He mentioned that Mr. Yates will be responsible for bringing in Fullbright Scholars, and we will be trying to get one in Business.

Anita Williams reported that the Executive Committee for Faculty Association would be discussing the possible addition of a fall break in the month of October, and asked for thoughts on the topic.

Myra Decker announced that the Business bake sale will be held on April 22<sup>nd</sup>. We will be selling cookbooks and baked goods. Lisa Adkins asked faculty to submit recipes for the cookbook to her.

The meeting was dismissed at 9:50 a.m.