

**DIVISION OF BUSINESS**  
**DIVISION MEETING**  
**February 1, 2005**

**TIME AND PLACE OF MEETING**

The meeting was held in room 2N2 at Oklahoma City Community College on February 1, 2005 at 12:30 p.m.

**THOSE IN ATTENDANCE:**

Dr. Jim Schwark, Lisa Adkins, Myra Decker, Kayla Fessler, Larry Grummer, Jenean Jones, Dr. Marty Ludlum, Joe Ramsey, V.J. Ramachandran Ron Summers, Anita Williams, Gary Tucker, Kristi Fields, Jason Ferguson, Rich Steere, Larry Grummer, Dr. Charles Marshall, Gorgen Edenhagen, Linda Coggeshall, and Shirley Crosby.

Dean Schwark opened the meeting by encouraging faculty to tell their students about the Walt Disney Internship program. He said that we have 4 or 5 students there this semester.

Dean Schwark told faculty that there will be books available for them to borrow in the division office. These are books that were on Business Education Weekly's list of top books.

Anita Williams talked with the faculty about Academic Integrity, an issue that I.A.P.C. is working on. She said that she and Dean Schwark are part of the committee and have been asked to get feedback from faculty on the issue. Faculty gave several suggestions for changes to the procedure.

Myra Decker announced that Gorgen Edenhagen would do a presentation as part of our business lecture series on March 31<sup>st</sup> from 12:30-1:20 p.m.

Anita Williams discussed ACBSP saying that the site visit team will arrive Sunday, February 20<sup>th</sup>, and be here on campus Monday, February 21<sup>st</sup> – Wednesday, February 23<sup>rd</sup>. She said that they will want to meet with advisory committee members, student groups, the colleges Chief Financial Officer, Registrar, and personnel office. She handed out a list of things that are important for faculty to look over. She said that faculty need to be available as much as they can on Monday for meetings with the team, and also stressed the importance of keeping office hours that week. She asked that faculty be thinking of students that would be good for the team to meet with.

Kristi Fields ask that faculty check with her and make sure that she has a syllabus on file for all of their sections from fall of 2003 and spring of 2004 as they must be accessible to the team in the resource room.

Dean Schwark said that we should know if we were recommended for accreditation by April.

Linda Coggeshall reminded faculty of the Advising Conference that will be held March 3<sup>rd</sup> – 5<sup>th</sup>.

Dean Schwark closed the meeting at 12:25 p.m.