

DIVISION OF BUSINESS
DIVISION MEETING
March 2, 2010

TIME AND PLACE OF MEETING

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

THOSE IN ATTENDANCE:

Dr. Jim Schwark, Lisa Adkins, Gyanendra Baral, Myra Decker, Jason Ferguson, Kayla Fessler, Jenean Jones, Michael Machiorlatti, Charles Myrick, Dr. Germain Pichop, Mathew Price, Ron Summers, Ramachandran Vijayan, Anita Williams, Tamala Zolicoffer, Amanda Lemon, Melissa Aguigui and Kristi Fields.

Dr. Schwark shared the following information items and due dates:

- Appraisal meetings are being held until March 12.
- Nominations for the President's Award for Excellence are due by March 26.
- Nominations for convocation awards are due by April 30.

Dr. Schwark mentioned the Summer Faculty Advising Program and had forms for faculty that were interested. Faculty will be chosen based on need and availability.

Dr. Schwark gave faculty a memo regarding book orders. Summer and May Intersession textbook adoptions are due April 1.

Dr. Schwark asked faculty to keep in mind that the Business Division will be hosting the college's two Mexican visitors on April 6, and asked faculty to let him know of any plans they might have for the visitors that day.

Dr. Schwark briefly discussed the events of the incident that happened on Friday, February 26, and shared an e-mail from Dr. Sechrist. The e-mail requested that faculty and staff comments/concerns be submitted directly to him. A general faculty/academic affairs meeting will be held March 9, at 12:30 p.m.

Anita Williams noted that the department meeting will be changed to accommodate the general faculty meeting. She will send an e-mail with details.

Myra Decker reported on the Faculty Development Committee and told faculty about a couple of sessions that are coming up. One is an on-campus presentation by Darby Johnson and Lori Farr on a technique used in collaborative learning. It is scheduled Thursday, March 25, 12:30 -1:20 p.m. in the CLT Resource Room. The second is a webinar, "Teaching Unprepared Students: Success and Retention Strategies" scheduled on Thursday, April 1, 12:00 – 1:30 p.m. in CU2. Faculty are encouraged to attend this even if they must arrive after 12:20 due to teaching a class. Myra also distributed a brief survey regarding feedback on Adjunct InfoFest.

Lisa Adkins said that she is on the committee that is developing an orientation for online students. She asked that any input on the topic be brought to her.

Lisa also asked for recipes for the upcoming Connie Neiser Memorial Business Bake Sale being held on April 20.

Tamala Zolicoffer reported on the General Education committee saying that the committee will be establishing guidelines that will determine which courses qualify as Gen. Ed.

Michael Machiorlatti reminded faculty that Make It – Bake It is coming up. More information is coming soon.

Michael also reported on the Course Completion Committee saying that the committee has determined that the Course Completion Reports will not be used as an evaluative tool.