

**DIVISION OF BUSINESS
DIVISION MEETING
October 5th, 2004**

TIME AND PLACE OF MEETING

The meeting was held in room 2N2 at Oklahoma City Community College on October 5th, 2004 at 12:30 a.m.

THOSE IN ATTENDANCE:

Lisa Adkins, Dr. John Boyd, Myra Decker, Kayla Fessler, Jenean Jones, Dr. Marty Ludlum, Joe Ramsey, V.J. Ramachandran Ron Summers, Anita Williams, Gary Tucker, Kristi Fields, Jason Ferguson, Rich Steere, Linda Coggeshall, and Dr. Charles Marshall.

Dr. Boyd opened the meeting by saying that we will be submitting our complete report to ACBSP in December, and having our site visit in January, 2005. He said that we need to be making a schedule so that everyone will be available for an interview, and that they will want to interview students as well. He also advised faculty that there are examples of interview questions on page 47 of the ACBSP booklet.

Myra Decker asked what they would be looking for when interviewing the students. Dr. Boyd answered by saying that they would want to know if the college was servicing them appropriately, and asking questions specifically about accessibility of faculty.

Myra Decker followed by asking if they would be interested in interviewing graduates. Dr. Boyd answered, yes, and that we would be looking for 2003-2004 graduates.

Dr. Boyd also told faculty that many faculty vitas have been turned in, and that we need the one that we have not yet received. He also advised faculty to update the vitas that have been turned in.

Dr. Boyd said that we need to be working on a 5-7 year plan for our division so that we have something to go by for the annual report that we will submit every year for ACBSP.

Dr. Boyd then discussed assessment saying that reports should have been turned in to Dean Schwark on October 1st, and reminded everyone that they need to update their plan, dropping FY 04, and adding FY 08. This plan is to be done by November 1st. Dr. Boyd urged faculty not to make this a cut and paste operation, and asked them to put much thought into this process. He told faculty to use him and Kayla Fessler as a resource if they need help with assessment plans.

Dr. Boyd talked a little about the steering committee saying that they will try to look at reports through the eyes of the Higher Learning Commission, and communicate findings to division deans.

Lisa Adkins asked if faculty was supposed to create measurements for each year. Dr. Boyd told her that they were.

Dr. Boyd said that there are 2 things that the Higher Learning Commission will be looking for, and that is employer satisfaction, and how our transfer students compare with the students that started at the four year school, as well as students that transferred from other colleges.

Several of the faculty expressed frustration about not being able to get employers to respond to surveys that we send to them.

Dr. Boyd advised faculty to keep documenting the methods that they are using.

Kayla Fessler asked for volunteers to put their assessment plans online. She said that anyone interested can contact her or John Boyd.

Linda Coggeshall asked how we were doing with assigning our own advisees. Kristi Fields informed her of a problem that Lea Ann Hall is having with Datatel, and advised her to speak with Lea Ann about the problem.

Anita Williams reminded faculty that Disney will be on campus October 25th, and that we will have a speaker from Disney that afternoon that will most likely speak on customer service.

V.J. Ramachandran told faculty that there is a new organization called Business Professionals of America on campus. It is a national organization that has 50,000 members. He said that more information on meeting times and events will follow. He also said that he, Joe Ramsey, and Lea Ann Hall will be attending a conference at Cox Convention Center as sponsors of the club.

Dr. Charles Marshall introduced himself, saying that he is a professor from Southeastern working with our aviation program. He said that there have been over 50 students sign up for more information on our program during our week-long Aviation Awareness Week.

Dr. Boyd dismissed the meeting at 1:20 p.m.