

**DIVISION OF BUSINESS**  
**DIVISION MEETING**  
December 1, 2009

**TIME AND PLACE OF MEETING**

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

**THOSE IN ATTENDANCE:**

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

Guests: Greg Gardner and Dalinda Evans.

Dr. Schwark opened the meeting with the following information items:

- Tuition fee waivers are ready for faculty to review in the division office. These have to be returned to Financial Aid by January 11.
- Enrollment for Business is up 5%.
- The college holiday reception will be held December 10 from 11:45 a.m. to 1:12 p.m.

Dr. Schwark congratulated and recognized Myra Decker for recently receiving CASA's 2009 Oklahoma Professor of the Year award.

Ramachandran Vijayan reported on the Benefits Committee and gave everyone a handout detailing the timeline for proposals. He said that the committee would be looking at United, Aetna, Blue Cross/Blue Shield, and the State Plan.

Lisa Adkins reported on the ITTA Committee saying that the committee is asking for feedback on which media players they prefer to use when playing videos.

Myra Decker reported on the Faculty Development Committee. She said that the committee is asking faculty to respond to the following statement, "Ten things I wish I'd known when I became a classroom teacher."

Myra Decker also reported that the faculty association is encouraging faculty to nominate students for the Gene and Ralph Gamble Scholarship. This is a scholarship based on need. Applications are due December 2 by 5:00 p.m.

Anita Williams reported on the Online Success Committee saying that they are working on instructor course standards and a required online student orientation. The orientation should be ready to pilot in the spring.

Ramachandran Vijayan said that the College Policy Review Committee is asking for suggestions on changes to college policy. Any suggestions can be given to him.

Dr. Schwark asked anyone that has used cooperative/collaborative teaching to contact Joyce Morgan-Dees and let her know.

Dalinda Evans from OU came to discuss requirements for OCCC students who transfer to OU.

Amanda Lemon reported that students who use the computers in the library will soon need to log in using their Mineonline username and password.

Anita Williams said that she has emailed a draft of the division's faculty code of conduct to business faculty, and is asking faculty for feedback on the code.

Myra Decker reminded everyone that the division Christmas party will be held at her house on Friday, December 18 at 6:30.

The meeting was dismissed at 1:20 p.m.