

DIVISION OF BUSINESS

DIVISION MEETING

December 2, 2008

TIME AND PLACE OF MEETING

The meeting was held in room 2N2 at Oklahoma City Community College on December 2, 2008 at 12:30 p.m.

THOSE IN ATTENDANCE:

Dr. Jim Schwark, Lisa Adkins, Gyanendra Baral, Myra Decker, Jason Ferguson, Kayla Fessler, Michael Machiorlatti, Dr. Germain Pichop, Gary Tucker, Steve Tucker, Ron Summers, Anita Williams, Tamala Zolicoffer, Melissa Aguigui, Shirley Crosby and Kristi Fields.

Dr. Schwark opened the meeting by sharing the following information and reminders:

- We have all of our program assessment plans, and are in good shape on the plan and the results.
- The college's holiday reception will be on December 11th.
- Business enrollments for the spring are up.

Pat Stowe from Student Support Services came in and introduced Jenna Howard as the college's mental health counselor. She also invited faculty to attend the Critical Student Intervention during Prep and Planning Week in January.

Dr. Schwark asked for a volunteer to serve as a representative on a text book ordering committee. The committee is being developed as the bookstore implements a new text book ordering process. Ron Summers volunteered to be the Business representative.

Dr. Schwark asked faculty to let him know if there are any items that need to be added or deleted from the Student Technology budget.

Myra Decker reported on the Faculty Development Committee saying that they are reviewing S.I.I. questions. She handed out a list of proposed questions and asked faculty for their input.

Lisa Adkins gave the following report on the I.T. Committee:

Angel version 7.4 will be here soon. It should be able to handle electronic SII easily.

We have a new online support specialist hired.

The Angel staff visited OCCC and answered all of the questions that were submitted by faculty and staff. A copy of the answer was given to her for anyone who wants to see them.

Volunteers are needed to create Podcasts for lectures. If interested, see Bill Hill

Spring Course Shells are available. Be sure to totally update your Master course before you download it.

Angel has been running slower. Much of it is because a lot of faculty are using the same due dates (late Sunday/early Monday). The system is also stressed because people log on and then don't log off. In addition, many students use the Drop Box as a Word Processor. Faculty are encouraged to have their students attach the assignment to the Drop Box instead of putting it in the message box.

Lisa Adkins also reported on the Business Lab saying that the lab is now equipped with computers and an emergency phone. We are in the process of trying to get student workers to staff the lab, and will be talking to faculty about criteria for the workers.

Dr. Schwark commended Rich Steere, Jason Ferguson and Greg Gardner for passing the CNG training that they attended in November.

Kristi Fields reminded faculty that tuition fee waivers are available for faculty in the division office. Also, any faculty that have not completed safety training will need to do so before they leave for the holiday.

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