

**DIVISION OF BUSINESS**  
**DIVISION MEETING**

December 5, 2006

**TIME AND PLACE OF MEETING**

The meeting was held in room 2N2 at Oklahoma City Community College on December 5, 2006 at 12:30 p.m.

**THOSE IN ATTENDANCE:**

Dr. Jim Schwark, Lisa Adkins, Gyanendra Baral, Myra Decker, Kayla Fessler, Larry Grummer, Jenean Jones, Dr. Marty Ludlum, Ron Summers, Gary Tucker, Anita Williams, and Kristi Fields.

Dr. Schwark opened the meeting saying that as of Sunday, December 3<sup>rd</sup>, overall enrollment for the college was down, but that the Business Division's enrollment was up.

Dr. Schwark reminded faculty that there will be no access to computer systems from 12:00 p.m. on December 22<sup>nd</sup>, through January 2<sup>nd</sup>. He asked that faculty remind their students that they will only have access to grades up to noon on the 22<sup>nd</sup>.

Dr. Schwark told faculty that tuition fee waiver applications are available for viewing in the division office, and that they have to be turned in by 3:00 on Friday, December 8<sup>th</sup>.

Dr. Schwark said that we will be taking a new automotive certificate before curriculum committee for consideration, as well as changing Entrepreneurship to a course from special topics. We are also looking at changing Business Statistics to an economics course.

Dr. Schwark informed faculty of a meeting with UCO to discuss the possibility of holding some of their classes on our campus.

Dr. Schwark discussed changes to the Business Division's web page saying that we would be adding the Center of Excellence for International Business to the web page. He added that the Center of Excellence already has its own phone line that rings the division office. He encouraged faculty to let Gary Tucker know about international components in their classes so that they could be indicated on the site.

Myra Decker said that she has taken John Boyd's place on the Benefits Committee. She passed out the report and status of issues presented to last year's committee, and asked that any feedback on the report be given to her before the Benefit Committee's next meeting on December 14<sup>th</sup>.

Anita Williams requested input on the faculty development evaluation process to take back to the Faculty Development Committee.

Anita Williams also reported on the new name for the freshman orientation course, which is College Success Seminar.

Gary Tucker passed out a final draft for UCO's Transfer Scholarship Program as well as an application for the scholarship. He said any questions about the program can be brought to him.

Larry Grummer expressed concerns about sleeping students in the automotive area of the college. Dr. Schwark said that he would talk to physical plant about trading the sofas in the area out for chairs.

Dr. Schwark told faculty that they will be getting their new computers in January.

The meeting was dismissed at 1:05 p.m.

