

**DIVISION OF BUSINESS**  
**DIVISION MEETING**  
**January 12, 2005**

**TIME AND PLACE OF MEETING**

The meeting was held in room 2N2 at Oklahoma City Community College on January 12, 2005 at 9:00 a.m.

**THOSE IN ATTENDANCE:**

Dr. Jim Schwark, Lisa Adkins, John Boyd, Myra Decker, Kayla Fessler, Larry Grummer, Jenean Jones, Joe Ramsey, V.J. Ramachandran Ron Summers, Anita Williams, Gary Tucker, Kristi Fields, Jason Ferguson, Rich Steere, and Julie Young.

Dean Schwark opened the meeting by welcoming faculty back from their break, and introducing our Fulbright Scholar, Gorgen Edenhagen, and said that in addition to teaching two Introduction to Business Classes, he will also be available to lecture in different classes about Business in Sweden. Mr. Edenhagen said he also has information in his office on his home college, Lulea Tekniska University. He will be located in the adjunct office.

Dean Schwark talked about the assessment meeting yesterday saying that John Boyd and Kayla Fessler did a great job on the presentation. He urged faculty to take advantage of all of the presentations done on assessment in the future.

Kayla Fessler reported a good turn out from the assessment meeting.

Dean Schwark reminded faculty of performance appraisals, and said that they should have received packets in October. He added that development plans would no longer be included in the appraisal and will be done separately next fall.

Dean Schwark reported that Enrollment was up 4.3 percent, but that the Business Division's enrollment was down a little due to loss of adjunct professors.

Dean Schwark talked about the Strategic Plan saying that he's asked for several things, and that while we won't get all of them, we will most likely get some of them.

Myra Decker asked if all of the offices and classrooms will be used for Science and Math classes only. Dean Schwark said that he would check on that.

Dean Schwark talked about Smarthinking saying that there will be meetings about it this week. He said that there will be support for accounting and business.

Dean Schwark told faculty that they should have an advisee contact list. He added that some of the information may be wrong, and said that Dr. Sechrist asks that problems be reported to him.

Myra Decker expressed concern about the lack of a program showing in one of the screens of Mine-Online. Dean Schwark said that a list could be brought to the division office, and the programs could be added to that screen.

Dean Schwark said that there would be an IAPC meeting tomorrow, and that they will be looking at Academic Integrity for Students, Faculty, and Staff.

John Boyd said that the Assessment Committee has printed some note pads that have a logo on them for Academic Assessment Awareness. He said the goal is to educate not only faculty, but students as well on the importance of assessment.

Dean Schwark reminded faculty to turn in syllabi to the division office, and for chairs to make sure that their adjuncts have done so as well.

Dean Schwark talked about ACBSP accreditation saying that the ACBSP materials were sent on December 22, and that the ACBSP team will be here from February 20<sup>th</sup> through February 23<sup>rd</sup>. He explained the importance of ACBSP accreditation saying that it will be good for students as well as faculty.

V.J. Ramachandran told faculty that there will be a trip to China on May 16<sup>th</sup>.

Dean Schwark closed the meeting at 10:05.