

**DIVISION OF BUSINESS
DIVISION MEETING
January 14, 2004**

TIME AND PLACE OF MEETING

The meeting was held in room 2N2 at Oklahoma City Community College on January 14, 2004 at 9:00 A.M.

THOSE IN ATTENDANCE:

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

Dean Schwark opened the meeting by welcoming our new faculty member, Jason Ferguson. Jason is a graduate of OKCCC and has a Bachelors from UCO. Jason said he's thrilled to be here.

Dean Schwark told faculty that he has not been sending 2 and 3 week prior notices on enrollment status because the information we have is not correct. He advised that as of this morning we have 2500 enrollees. Before the drop date we were at 2550, so he's looking for us to be in good shape.

Dean Schwark said he hopes to have 16 faculty members by next fall. He told us that faculty will be a priority for the division. Myra Decker asked how many additional faculty members might be added. Dean Schwark was not positive about the number of positions, but said that there may be 20 positions discussed. Dean Schwark asked how many faculty members we had last fall. Gary Tucker answered with 13. Dean Schwark thinks we have a very good chance of an addition.

Dean Schwark spoke about the need for outside employment forms if we plan to work outside the college.

Dean Schwark advised that we should be getting a Summer and Fall schedule soon. There will be a change in the process for Declaration of Major in the hopes of avoiding the time it takes to change a major. Joe Ramsey asked if there was an advisee list that would be updated. Dean Schwark told him to see Kristi Fields for an updated list. Anita Williams asked if she would be the advisor if she's the one that initiated the form. Dean Schwark said only if she wants to be. Dean Schwark advised that we currently have 750 advisees.

Dean Schwark talked about a 30 minute aviation video that will be airing on channel 18 with interviews of Luther Trent, Pat Downs, and Larry Grummer.

In other news Dean Schwark advised that we have agreements with Southeastern for them to use 1 classroom at our south facility. There will be a Bachelors in aviation available for the fall.

Dean Schwark told faculty that they need to fill out the forms for online office hours. He also said that most of our online classes are full.

Dean Schwark spoke about the packets on performance appraisals that were handed out to faculty at the beginning of the meeting. He said there's been a change in the schedule/timeline. In the past it had to be done by the Friday before Spring break, but that they had changed it to be due on March 12th. He

spoke to the faculty about not making it any harder than it was, or dreading the process. He wants them to fill out the documentation and get it to him a couple of days in advance so that he has time to look at them. He spoke about Attachment 7, Professional Development Plans, saying that it won't make that much difference to our division, and that he needs to know about any conference that faculty would like to attend, and an estimate of how much it might cost.

Dean Schwark asked about the General Faculty Meeting Assessment Workshop that took place January 13th. Lisa Adkins advised that the workshop went very well, and was very informative.

Kayla Fessler asked about ACBSP. Dean Schwark said that as of now there is no answer from the administration, but that Dr. Sechrist and Dr. Todd both were supportive. He also advised that if we don't get it in time we will still send it with this year's information.

Dean Schwark gave an update on the south facility. He said that there's a lot of work to do there before the move, which is scheduled to start in March. Ron Summers asked if there were any plans for high school students to have classes there. Dean Schwark said that all non-traditional students such as Pathways will have to remain on campus due to contracts. Dean Schwark spoke a little about Strategic Plans for the campus after the move saying that there will be remodeling on the 2nd and 3rd floors. Myra Decker asked if there had been any plans for new classrooms, and referred to the e-mail from Dr. Todd saying that plans were being made for new classrooms. Dean Schwark advised that there had been no plans to his knowledge. Anita Williams asked if faculty will have input about classrooms. Dean Schwark answered saying Dr. Sechrist said that they will get everyone's input.

Anita Williams spoke about the Retention meeting. She said that there will be a workshop for faculty with a student panel on retention. She urged everyone to go. She also spoke about a 1 hour orientation course that will be piloting this fall, but there are hopes that the orientation will become mandatory for purposes of student retention. Myra Decker asked what a 1 hour orientation course would do to our degree programs. Anita Williams answered saying it could possibly count as a General Education course. Dean Schwark offered the suggestion of making it a pre-admittance requisite. Myra Decker asked if it would be a co-requisite or a pre-requisite. Anita Williams advised that it would be a co-requisite. Myra Decker asked that Anita Williams suggest putting classroom etiquette in the curriculum.

Dean Schwark asked if faculty had gotten an e-mail regarding a required statement for their syllabi, but said that there had been no change in the statement.

Lisa Adkins spoke about the Make it, Bake it, Buy it Sell. She said that she'd like to make a cookbook for the sale in April, and asked the division if they could each bring a few recipes for the cookbook.

Dean Schwark advised of a change in the manual for multi-media equipment, and said that there should be a laminated copy of the manual in each classroom.

Myra Decker expressed the division's appreciation to John Boyd and his wife for hosting the division's Christmas party.

The meeting was dismissed at 10:15.