

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

January 17, 2007

**TIME AND PLACE OF MEETING**

The meeting was held in room 2N2 at Oklahoma City Community College on January 17, 2007 at 9:00 a.m.

**THOSE IN ATTENDANCE:**

Dr. Jim Schwark, Lisa Adkins, Myra Decker, Jason Ferguson, Kayla Fessler, Larry Grummer, Jenean Jones, Dr. Marty Ludlum, Michael Machiorlatti, Vijay Ramachandran, Rich Steere, Ron Summers, Gary Tucker, Anita Williams, Julie Young, and Kristi Fields.

Dr. Schwark opened the meeting welcoming faculty back from the break and saying that the college enrollments were up a little. The Business Division's enrollments are up by 11%.

Gary Tucker introduced our new economics faculty member, Michael Machiorlatti.

Dr. Schwark briefly discussed the Way Forward project with faculty members who attended the meeting yesterday. He said that Stu Harvey will have 3 new projects including ones for International Student Recruitment, the Center for World Language, and the Center for Excellence in International Business.

Dr. Schwark told faculty that we will be holding the required quarterly safety training during our division meetings. He also stressed the importance of completing the required sexual harassment training. He said that all adjuncts teaching in the spring that have not already taken the sexual harassment training will need to complete it by the end of the semester.

Dr. Schwark said that there are concerns about the Early Warning System, but that students that are having problems need to be turned in as soon as possible. Lisa Adkins suggested that faculty members call students that have not shown up to class.

Dr. Schwark reminded faculty of the new e-mail system for adjuncts, and said that he will be stressing the importance of adjuncts checking their e-mails, as this will be the primary contact method that we use for them. He added that the students will also be assigned a new e-mail address, and that we will be getting lists of their e-mail addresses by major.

Dr. Schwark said that the college has a new Director of Curriculum & Assessment. Her name is Catherine Kinyon.

Dr. Schwark told faculty that there will be a new voice mail system implemented this semester.

Dr. Schwark reminded faculty of the following items:

Opening Day will be January 20<sup>th</sup> from 1:00-4:00 p.m.

Assessment Week will be April 2-6

Faculty who work outside of the college need to complete an outside employment form once a year.

All syllabi, office hours, and contact information needs to be turned in to Kristi by the end of the week.

Performance appraisals will begin Feb 1<sup>st</sup>. (Packets were received in September)

Myra Decker reported on the benefits committee saying that they met and looked at the feedback from the previous inquiry regarding prioritizing the importance of different benefit concerns. She gave each in attendance a handout that listed the top 11 categories of concerns and asked each individual to number them according to priority, and return them to her.

Dr. Schwark spoke about the Center for Excellence in International Business saying that Gary Tucker will be attending the CCID Conference in San Antonio in February to learn about two opportunities, one being a school in France that is interested in partnerships with schools in the U.S., and the other being a group from Russia interested in partnerships concentrating on Entrepreneurship.

Lisa Adkins reminded faculty that she will need recipes for the cookbook that will be sold at our book sale in April.

Dr. Schwark told faculty that new computers are in the classrooms. Faculty computers are in, and faculty will be receiving them as soon as all classroom computers have been put in.

The meeting was dismissed at 10:10 a.m.