

**DIVISION OF BUSINESS  
DIVISION MEETING**

February 3, 2009

**TIME AND PLACE OF MEETING**

The meeting was held in room 2N2 at Oklahoma City Community College on February 3<sup>rd</sup> at 12:30 p.m.

**THOSE IN ATTENDANCE:**

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

Dr. Schwark opened the meeting by sharing that Lisa Adkins has requested 4 work studies to staff the Business Lab.

Dr. Schwark gave the following reminders/information items:

- A tornado, fire, or shelter in place drill will take place during the last 15 minutes of class during one daytime and one evening class sometime during the time period of March 24 – 26.
- The General Education Committee is requesting artifacts for General Education Assessment.
- Third quarter safety training needs to be completed by March 31<sup>st</sup>.

Dr. Schwark said that he is still in the process of organizing search committees for the two open faculty positions.

Dr. Schwark asked faculty for their input regarding the indication of proctored tests in the literals for online classes. It was determined that this was already being done for most online classes in the Business Division.

Dr. Schwark mentioned the FY 10 budget, saying that the list has been turned in. Our list contains continued needs as well as new initiatives. We have requested new computers for the Accounting Lab, 2N0, and 2P0.

Lisa Adkins reported on the IT Committee saying that the committee has been given some information on the phone system that contains hints and shortcuts. She said that she will pass along any useful information.

Anita Williams reported on the Achieving the Dream Committee encouraging faculty to look at the Power Point presentation on the Achieving the Dream website. She said that the presentation contains interesting data on various initiatives.

Dr. Germain Pichop reported on the Global Education Committee saying that Oklahoma City Community College is planning to host the 2010 Global Education Conference. He said that the committee will be asking for volunteers to help with the organization of the conference.

Myra Decker reported on the Faculty Development Committee saying that they have discussed opportunities for next year's WOW sessions. The committee is also still looking at S.I.I. questions.

Shirley Crosby asked that faculty complete an online survey regarding library needs.

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