

**DIVISION OF BUSINESS
DIVISION MEETING
March 2, 2004**

TIME AND PLACE OF MEETING

The meeting was held in room 2N2 at Oklahoma City Community College on March 2, 2004 at 12:30 P.M.

THOSE IN ATTENDANCE:

Lisa Adkins, Dr. John Boyd, Myra Decker, Kayla Fessler, Ziayien Hwang, Jenean Jones, Dr. Marty Ludlum, V. J. Ramachandran, Joe Ramsey, Dr. Jim Schwark, Ron Summers, Anita Williams, Gary Tucker, Kristi Fields, Laura Paul, Shirley Crosby, and Linda Cogeshall.

Dean Schwark opened the meeting by saying that most of the automotive faculty would not be in attendance due to an Advisory Committee meeting being held today.

Dean Schwark spoke about the State Regents' Productivity Report that he had e-mail to the division last week. He shared the report by transparency saying that business accounts for 31% of the head count, (Career Tech, Aviation Maintenance, Electronics, etc., not included). Joe Ramsey asked if we had a percentage that included the other programs. Dean Schwark answered saying that he did not.

Linda Cogeshall asked if the numbers were of declared majors. Dean Schwark answered saying that the numbers are those that Oklahoma City Community College reported to the regents.

Dean Schwark said that we have a head count of 2449, and only 800 advisees.

Dean Schwark shared a study with the division in which the findings were that over half of business students were enrolled in classes that would not qualify for the program they were in.

Dean Schwark said that he had met with Public Relation's Paula Gower about P.R. for business. They came up with the idea of referring interested business faculty to Oklahoma newspapers for comments. Any business faculty interested in being a resource person should talk with Paula in P.R.

Dean Schwark spoke about ACBSP saying that the money is in the account, and the letter was delivered for Dr. Todd's signature this morning. He said he will let us know when the letter is back.

Dean Schwark said that a few of the faculty received an e-mail from him on introductions to the Board of Regents. He said that any faculty that had not been introduced to the board within the last 3-5 years would need to do so. He said that this would take no more than 10-15 minutes.

Dean Schwark spoke a little about the Vision for the Future, saying that we are hoping for \$16 to \$17 million from a \$500 million dollar bond issue.

Dean Schwark said that he still has no work on the remodeling of the second floor. He said that they have met with architects regarding electrical and heating/air conditioning issues. He said that as far as he knows there have been no rooms designed, and that faculty will be involved in that process.

Kayla Fessler wanted to get input from business faculty to take back to the Assessment Committee regarding a possible student assessment day. The Assessment Committee proposed dismissing classes

on the Monday before Thanksgiving for this purpose. The business faculty preferred not to do this as it would take time away from class.

Marty Ludlum passed around a sign up sheet for the Make It, Bake It, Buy It Sale. He said that they will need to know how many tables they need for the sale.

Lisa Adkins talked about the cook book that the division is putting together for the sale saying that she still needs recipes from several faculty members. These recipes need to be to her by 5:00 p.m. Thursday, March, 4th.

Anita Williams passed out a memo asking for suggestions on student retention. She said that she would need those back by Thursday, March 4th. Anita also said that they will pilot a 1 hour credit orientation course this fall.

Joe Ramsey suggested training on time management skills, and said that he may be able to get day planners donated from title companies.

Linda Cogeshall offered hand outs with key points on time management.

Gary Tucker gave a report from the Presidents Advisory Committee. He said that the committee discussed plans for the renovation of the 2nd floor, and that they were expecting 7 to 9 new classrooms. He said that the biggest topic of discussion was the EDGE report that the governor put together trying to make Oklahoma a giant research center for the world.

Dean Schwark shared the career day poster with the division saying that career day will be on March 31st.

Dean Schwark said that the job fair will be held on campus tomorrow. He also said that Bridgestone/Firestone is interested, specifically, in business students to interview for possible internships in running some of their stores in the metro.

John Boyd said that he has a student employed with the FAA that has told him that they are moving all accounting functions to Oklahoma City. He suggested that we try to get in contact with them to see if we could help them find employees for those positions. Dean Schwark said that we have contact with the Assistant Director of the FAA, and we will ask him about that.

Joe Ramsey said that the FAA in Oklahoma City will double its size in 5-10 years, and that employment is expected to continue to grow.

Myra Decker said that there will be a business lecture series on Developing a Professional Image on Thursday, April 8th.

Shirley Crosby said that the library will be ordering new material, and will need input from faculty.

Dean Schwark said that tomorrow is the deadline to sign up for the China trip. V.J. Ramachandran said that they will be going to China in conjunction with OCU.

Anita Williams said that Walt Disney is having an internship program that gives students the opportunity to be a full time student while working at Walt Disney World. She said that there was a seminar yesterday that was attended by 35 students.

Joe Ramsey asked for the division's thoughts on a summer cookout at John Boyd's house. The division agreed that this was a good idea, and decided on July for a date.

The meeting was dismissed at 1:15 P.M.