

**DIVISION OF BUSINESS
DIVISION MEETING**

March 4, 2008

TIME AND PLACE OF MEETING

The meeting was held in room 2N2 at Oklahoma City Community College on March 4, 2008 at 12:30 p.m.

THOSE IN ATTENDANCE:

Dr. Jim Schwark, Lisa Adkins, Gyanendra Baral, Myra Decker, Jason Ferguson, Kayla Fessler, Dr. Marty Ludlum, Vijay Ramachandran, Ron Summers, Gary Tucker, Anita Williams, and Kristi Fields.

Carolyn Rouillard gave a short presentation on changes to the college's 403(b) plan.

Dr. Schwark updated faculty on search committees:

Economics – Two names have been forwarded to Dr. Aquino

Accounting – Committee is reviewing applications

Automotive – Experiencing a few difficulties, but still working

Dr. Schwark asked faculty to stop by the division office to recommend students for Achievement and President Awards. He also asked for suggestions on the Outstanding Adjunct Award.

Myra Decker reported on the benefits committee saying that the committee is no longer considering donation of leave time due to the fact that employees would not get to choose who their leave time is donated to. Instead, the amount of leave that employees donate would be taken out monthly, and put into a bank where it would have to be applied for by those who have no leave left to take.

Kayla Fessler reported that the request has been made to move overhead screens in several rooms. Dr. Schwark said that this will most likely be done in the summer.

There was a short demonstration by A.V. on how the new projectors work.

Anita Williams reported on Achieving the Dream's Online Learning subcommittee. She said that they are looking at adding either an assessment survey or a basic computer skills assessment as a prerequisite for online classes. She said that there may be a 1 hour credit course for those who do not pass the basic computer skills assessment. The committee is also talking about offering a 2 hour training course for those who teach online classes.

Dr. Schwark mentioned curriculum committee saying that the division will be sending our changes from "Permission of Instructor" to "Evaluation by Instructor", adding that we will need to create evaluation tools for those classes.

Dr. Schwark reminded faculty of the following dates:

Spring Break – March 17-21

Student Awards Ceremony – April 18

Graduation – May 9

Dr. Schwark gave the following enrollment numbers from the new system, S.A.S.

I.T. is up .9%

Social Sciences is up 1.6 %

Arts and Humanities is up 6.1 %

Science and Math is up 6.5 %

Business is up 9.8%

Health Professions is up 27.2%

Dr. Schwark said that Business is still on the list for \$20,000 to go toward a new business lab.

Myra Decker reminded faculty that the deadline for the Connie Nieser scholarship is March 7th.

Marty Ludlum announced that Make It – Bake It will be on April 8th

Lisa Adkins asked everyone to submit recipes for our business cookbook sale on April 27th.

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