

DIVISION OF BUSINESS

DIVISION MEETING

August 13, 2008

TIME AND PLACE OF MEETING

The meeting was held in room 2N2 at Oklahoma City Community College on August 13, 2008 at 1:30 p.m.

THOSE IN ATTENDANCE:

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

Dr. Schwark welcomed faculty back and introduced our 3 new faculty members. They are:

Dr. Germain Pichop – Professor of Business/Economics

Steve Tucker – Professor of Automotive

Tamala Zolicoffer – Professor of Accounting.

Dr. Schwark talked briefly about outcomes assessment saying that Kayla Fessler, Anita Williams, and Gary Tucker are very knowledgeable, and could give good ideas in that area. Each faculty member was also given an example page from our ACBSP review to reference for purposes of outcomes assessment.

Dr. Schwark informed faculty of a new form that will need to be filled out for travel. The form will include all information that academic affairs will need to complete travel requests.

Dr. Schwark reported that a grade change will need to be completed no more than one year from the date that an incomplete grade is given.

Dr. Schwark reminded faculty of the following items:

- Safety training needs to be completed. All faculty and staff are required to attend the blood borne pathogens workshop or take the course online. Adjuncts can bring record of any safety training done off campus.
- Outside employment forms need to be completed if you work somewhere other than OCCC.
- Office hours as well as syllabi for all sections need to be turned in to Kristi.
- Volunteers are still needed for Opening Day this Saturday, August 16, 2008.

Dr. Schwark provided faculty with a copy of a new accommodation statement that needs to be included on all syllabi.

Dr. Schwark talked about procedures for shelter in place alerts. He said that all of those that are in rooms 2R1, 2R2, and 2P0 will take shelter in room 2R0 if an alert is made. A process is in place to have an emergency phone installed in 2R0.

The meeting was dismissed at 2:20 p.m.