

**DIVISION OF BUSINESS**  
**DIVISION MEETING**  
**August 18, 2004**

**TIME AND PLACE OF MEETING**

The meeting was held in room 2N2 at Oklahoma City Community College on August 18, 2004 at 9:00 A.M.

**THOSE IN ATTENDANCE:**

Lisa Adkins, Dr. John Boyd, Myra Decker, Kayla Fessler, Ziyayien Hwang, Jenean Jones, Dr. Marty Ludlum, Joe Ramsey, Dr. Jim Schwark, Ron Summers, Anita Williams, Gary Tucker, Kristi Fields, Larry Grummer, Jason Ferguson, Rich Steere, Shirley Crosby, and Laura Paul.

Dean Schwark opened the meeting saying that there were many things that happened over the summer, one being the trip to China. He said that this is the first of many trips that the division will participate in.

Dean Schwark also told the division that advisees will be assigned by the Division Office, saying that this will be better for a variety of reasons. He also stated that Kristi Fields will be working on filling in advisement sheets for advisees starting with certificate programs and eventually having them for all of the A.A.S. and A.S. programs.

Dean Schwark said that 2 out of 3 Business majors are in an A.S. program. Not counting certificate programs, A.S. programs account for 70%.

Dean Schwark stated that the Board of Regents approved the A.S. in Business with an emphasis in Aviation Management. He added that this will appear as an A.S. in Business with a minor in Aviation Management.

John Boyd asked about the possibility of sending each student's degree sheet with the letter they are sent after being assigned to an advisor. There were concerns about this causing confusion with the A.S. Business degree seeing as there is one degree sheet for OU, and one for UCO as well. Anita Williams suggested that we make a generic degree sheet for the A.S. in Business. Dean Schwark suggested sending the filled out degree sheet to the student.

Myra Decker Suggested that we send students a letter when they've accumulated a certain number of hours containing several bits of information that they will need before graduation.

Myra Decker asked when the offices will be done for the people who have been temporarily relocated in front of the accounting lab. Dean Schwark said he's been told everything should be wrapped up in 2 weeks.

Anita Williams asked if 2P0 will have power for the start of the fall semester. Dean Schwark said that he will check in to this.

There was frustration expressed by faculty members about the appearance of the Business Division's area. Students are evaluated and scored on assignments based on neatness, presentation, legibility, and completion. To a large degree these attributes are affected by the environment that the student is required to perform in. When students come into an atmosphere such as ours there needs to be a perception of professionalism that can not be achieved in the environment that we currently have.

Dean Schwark stated that enrollment for the college is up 5.4% from last year. He said that the Business Division enrollment is up, but that there are not accurate records to compare our enrollment from last year. He is keeping track so that we can have that information next year.

Dean Schwark told faculty to let him know about conferences that they feel will be beneficial that are in their field.

John Boyd gave the division an update on ACBSP saying that we will have a preliminary site visit on September 9<sup>th</sup>. He said that we should send the site visit report by August 23<sup>rd</sup>, and should be having the real site visit between January and March of 2005. He said that accreditation will allow us to offer more classes to students that will transfer to other universities.

Dean Schwark advised faculty that tuition fee waivers needed to be looked over and turned in by this afternoon. He said that we have the same amount as last year to give to the students.

Kayla Fessler talked about Outcomes Assessment saying that reports for the prior year are due on October 1<sup>st</sup>, and that faculty should be receiving an e-mail with instructions.

Dean Schwark closed the meeting by asking faculty to be thinking about how we can go about finding out how graduates are doing in the workforce.