

**DIVISION OF BUSINESS**  
**DIVISION MEETING**  
August 18, 2009

**TIME AND PLACE OF MEETING**

The meeting was held in room 2N2 at Oklahoma City Community College on August 18 at 8:30 a.m.

**THOSE IN ATTENDANCE:**

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

Dr. Schwark opened the meeting by introducing two new business faculty members, Charles Myrick and Mathew Price.

Dr. Schwark covered the following information items:

- Tuition fee waivers are ready for faculty review in the division office.
- Opening Day, August 22<sup>nd</sup> – Volunteers are needed to assist students in finding class rooms.
- Outside employment forms need to be turned in for those employed elsewhere.
- A Shelter in Place drill will be held the morning of September 1<sup>st</sup>.
- Faculty development plans will be due Mid-September.
- Fall break will be held October 15 – 18<sup>th</sup>
- Never attended list will be an online report in the spring.
- If you have a Tuesday afternoon or evening once-a-week class, you will have 17 calendar sessions. However, you must only meet the class 16 times. It is your choice which 16 afternoons or evenings you choose. (Thursdays-14 meetings)
- Expect more online classes in the spring due to the lack of available adjuncts for daytime classes.
- Health and Safety Training for this Year
  - a) Adjuncts - Attendance during the Thursday night meetings in the fall and spring will fulfill the requirements.
  - b) Full Time Faculty - The requirement is four training sessions per year
    1. IF you don't teach during the summer your sessions should all be during the nine months of your contract(attendance at the Thursday night adjunct meetings will work).
    2. IF you teach during the summer one of your training sessions must be during the summer.
  - c) This year ALL employees are required to attend sexual harassment prevention training.
- This semester every section will have an ANGEL component available.

Dr. Schwark asked faculty to be thinking about how to keep classes going in the unlikely event that the school closes due to H1N1.

Myra Decker shared part of an e-mail from Harold Case detailing how students waiting for financial aid go about getting their books.

Anita Williams shared the following information about ANGEL:

- A master course is available for on campus sections.
- New “Demo Student” will allow you to see what the students in your class are seeing.
- You can add the names of lab staff or tutor staff to help your class.

- There is a 2:00 p.m. session of “Successful Online Classes” being held August 19<sup>th</sup>.

Dr. Schwark talked about our Automotive department saying that Firestone/Hibdon has donated \$14,000, and is loaning equipment needed for training. He also mentioned the addition of CNG training, which is among the biggest changes in Automotive.

Chris Oehrlein came in to discuss changes to developmental math.