

DIVISION OF BUSINESS

DIVISION MEETING

September 3, 2008

TIME AND PLACE OF MEETING

The meeting was held in room 2N2 at Oklahoma City Community College on September 3, 2008 at 12:30 p.m.

THOSE IN ATTENDANCE:

Dr. Jim Schwark, Lisa Adkins, Gyanendra Baral, Myra Decker, Jason Ferguson, Kayla Fessler, Jenean Jones, Michael Machiorlatti, Dr. Germain Pichop, Ramachandran Vijayan, Gary Tucker, Rich Steere, Ron Summers, Anita Williams, Shirley Crosby, and Kristi Fields.

Dr. Schwark opened the meeting with an update on enrollment. Business numbers are down less than one percent. He explained that it is most likely due to the fact that there were several canceled business and economics classes. The college as a whole is up one to one and a half percent.

Dr. Schwark gave the following reminders:

- Outside employment forms need to be turned in for those who work outside of the college.
- Any travel requests should be sent to him via e-mail with details attached.
- Faculty Development Plans will need to be done soon.
- September 12th Cultural Diversity and Entrepreneurship with Dr. Neal Goodman.

Dr. Schwark asked faculty to be thinking about Program Assessment Reports and Program Assessment Plans. He encouraged faculty to talk with Gary Tucker about ETS before starting their assessment plans.

Dr. Schwark discussed curriculum changes, and listed the following that are coming up:

- Adding a class to the Certificate of Mastery in International Business
- Deleting Real Estate
- Deactivating A.A. and Certificate of Mastery in International Studies
- Correcting the A.A.S. in Automotive Service Management. (Was listed as A.S.)

Dr. Schwark mentioned that there will be an articulation agreement signing on September 22nd between OCCC and The University of Maryland University School. The agreement will be for Business and I.T. programs.

Kayla Fessler reported on the Gen. Ed. Committee saying that they set goals for the upcoming fall and spring semesters in their last meeting. The goals were:

Fall

- Identify all specific general education outcomes
- Identify all cross-disciplinary assessment teams
- Identify common artifacts relating to specific outcomes

Spring

- Develop rubrics for all outcomes
- Collect and assess artifacts for all core areas.

Michael Machiorlatti reported on Faculty Association saying that they will need items and volunteers for the Faculty Association Garage Sale coming up in the second week in October. He said that he would send an e-mail with more information.

Lisa Adkins reported on the I.T. Advisory Committee saying that there will be both basic and intermediate Angel training coming up soon. There will also be Outlook training that will be broken down into more specific topics. She said that they will be discussing tech support issues at their September 25th meeting.

Anita Williams reminded faculty that the \$10 Faculty Association dues need to be paid soon.

Dr. Schwark mentioned that the process is in place to fill the vacancy left by Marty Ludlum. The position will be for an economics professor.

Michael Machiorlatti asked for faculty input on a study that he is doing with Germain Pichop. The study will be over factors of student success.

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