

**DIVISION OF BUSINESS  
DIVISION MEETING**

September 6, 2005

**TIME AND PLACE OF MEETING**

The meeting was held in room 2N2 at Oklahoma City Community College on September 6<sup>th</sup>, 2005 at 12:30 p.m.

**THOSE IN ATTENDANCE:**

Dr. Jim Schwark, Lisa Adkins, Dr. John Boyd, Myra Decker, Kayla Fessler, Larry Grummer, Jenean Jones, Dr. Marty Ludlum, Joe Ramsey, V.J. Ramachandran Ron Summers, Anita Williams, Gary Tucker, Kristi Fields, Jason Ferguson, Rich Steere, Larry Grummer, Gyanendra Baral, and Linda Coggeshall.

ACBSP pins and mugs were handed out by the ACBSP task force. John Boyd gave a brief explanation of the items, and urged faculty to keep track of the data that we will need for our 2 year report.

Dean Schwark reminded faculty that development plans are due at the end of the month.

Dean Schwark also reminded faculty of the Oklahoma Global Education Conference saying that it would be held October 6<sup>th</sup> & 7<sup>th</sup>, and asked that anyone interested see him.

Dean Schwark told the division that he has invited Mike Carolina, Executive Director of the Oklahoma Center for the Advancement of Science and Technology, to speak at October's division meeting.

Dean Schwark urged faculty to check attendance in their classes, and pay close attention to people who may have had name changes.

Dean Schwark mentioned that the due date for Outcomes Assessment was nearing, and reminded faculty that we would be taking a couple of proposals to Curriculum Committee in the middle of October.

Dean Schwark told faculty that the SII forms would be changing. Gary Tucker reported that the changes would be minor, and would basically just give clarification to the questions already on the form.

Dean Schwark talked about the efforts that Oklahoma City Community College would be making for the purposes of helping those students misplaced by the recent hurricane. He said that the college would be admitting these students, and waiving the out of state fee, but that they would not let students into early fall or 16 week classes without instructor permission. He also mentioned that some faculty may be getting word of students being out of class due to National Guard duties.

Myra Decker reminded members of the Faculty Association that the annual fee of \$10 was due, and could be given to her.

Dean Schwark talked about the transferability of classes saying that we may need to pay attention to certain classes when appointing faculty vs. adjunct faculty.

Dean Schwark said that college enrollment is up 4.9%. He said that business is down, mostly because we are not able to offer classes due to lack of faculty available.

The meeting was dismissed at 1:00 P.M.