

DIVISION OF BUSINESS
DIVISION MEETING
October 6, 2009

TIME AND PLACE OF MEETING

The meeting was held in room 2N2 at Oklahoma City Community College on October 6, at 12:30 p.m.

THOSE IN ATTENDANCE:

Dr. Jim Schwark, Gyanendra Baral, Myra Decker, Jason Ferguson, Kayla Fessler, Jenean Jones, Michael Machiorlatti, Charles Myrick, Dr. Germain Pichop, Mathew Price, Ramachandran Vijayan, Ron Summers, Ramachandran Vijayan, Brad Walker, Anita Williams, Tamala Zolicoffer, Melissa Aguigui, and Kristi Fields.

Dr. Schwark opened the meeting introducing our new Automotive faculty, Brad Walker.

Dr. Schwark gave each faculty member a copy of the new Course Material Recommendation Form. This is a form that faculty can fill out to receive more information on actual book costs.

Dr. Schwark covered the following information items:

- Outside employment forms need to be turned in as soon as possible.
- Travel requests need to be sent to him for conferences that faculty want to attend.

Dr. Schwark talked about Curriculum Committee saying that we are going to try to get ECON 1113, Economic Development of the United States, FIN 1013, Introduction to Business Finance, and AVM 1103, History of Aviation added to the list of General Education classes. We will be recommending the addition of a three credit hour language class to the Certificate of Mastery, International Business, and will also have some changes for Finance.

Tamala Zolicoffer reported on the General Education Committee saying that the committee is still encouraging faculty to send writing artifacts. She said that they noticed a low success rate for speeches in public speaking, specifically in the closing of speeches. As a result, the committee is encouraging more public speaking in General Education classes.

Anita Williams reported on the Achieving the Dream, Online Success Committee. She said that the committee has drafted a list of 14 Best Practices for Online Learning Experiences. She needs faculty input on this list by Friday. The committee will be trying to come up with an assessment for online student candidates that will give them a better idea of what to expect before enrolling in an online class.

Tamala Zolicoffer reported on the Achieving the Dream Gateway Committee. The committee saw great success rates in the web enhanced ENGL-1113. Now they will look at the success rates of other web enhanced courses.

Myra Decker asked about the college's budget, to which Dr. Schwark replied that there has been 5% reduction in the college budget. That amounts to a 2.5% reduction for Business. He stated that the college is still in good shape.

Melissa Aguigui mentioned that Advisement will be looking for generic syllabi for select courses to give to students in Advisement who need a better idea of what to expect from the course.

Dr. Schwark reported on the Student Success Committee saying that there is a lot of support for late enrollment being held the week before classes start instead of the week of.

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