

DIVISION OF BUSINESS
DIVISION MEETING
November 4, 2009

TIME AND PLACE OF MEETING

The meeting was held in room 2N2 at Oklahoma City Community College on November 4, 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, Ramachandran Vijayan, Rich Steere, Ron Summers, Ramachandran Vijayan, Brad Walker, Anita Williams, Tamala Zolicoffer, Melissa Aguigui, Amanda Lemon and Kristi Fields.

Dr. Schwark opened the meeting saying that enrollment numbers for spring are even with this time last year.

Rich Steere gave an update on our CNG program, and said that the program is experiencing an increase in out of state enrollment.

Dr. Schwark mentioned the following reminders/informational items:

- Faculty appraisals will be held Feb 1 – March 1.
- The last day of classes will be December 18th. Grades will be due the following Tuesday.
- Business doesn't have anything for the upcoming curriculum committee, but will work on getting items together our spring meeting in February. Math prerequisite proposals were all accepted.
- The college's holiday reception will be held on December 10th from 11:45 a.m. – 1:15 p.m.
- Graduate Christmas cards are in faculty mailboxes.
- SIIs will be distributed in the next few days. This semester they have made an effort to give faculty 3 weeks, instead of the normal 2.
- Sexual Harassment Prevention training must be completed by December 31. Those that have already taken the course can satisfy the requirement by taking the online refresher.

Myra Decker invited the division to her house for a Christmas gathering, saying that it would be held either December 18th or 19th.

Dr. Schwark said that many in our division have experienced the effects of a virus that is making several attempts to log in to their computer. This is causing their station to lock up, preventing log in. He asked faculty to contact the division office if they experience problems.

Dr. Schwark mentioned that there will be a new online process for reporting students who have never attended. This will be implemented in the spring.

The meeting was dismissed at 1:10 p.m.