

DIVISION OF BUSINESS
DIVISION MEETING

November 6, 2007

TIME AND PLACE OF MEETING

The meeting was held in room 2N2 at Oklahoma City Community College on November 6, 2007 at 12:30 p.m.

THOSE IN ATTENDANCE:

Dr. James Schwark, Lisa Adkins, Gyanendra Baral, Myra Decker, Jason Ferguson, Kayla Fessler, Jenean Jones, Dr. Marty Ludlum, Vijay Ramachandran, Ron Summers, Anita Williams, Kristi Fields, Brenda Reinke and Melissa Aguigui.

Dr. Schwark opened up the meeting saying that the Department Chair meeting on November 13 had been canceled.

Curriculum Committee:

AOT – Changed course description for Beginning Word.
Made Records Management a co requisite with Administrative Office Procedures.

Certificate of Mastery, International Business was approved.

Dr. Schwark went over spring enrollment. The business division is at 80% of where we were at this point last year with 25 classes made, and 1 filled.

Vijay Ramachandran discussed the CLADEA Conference that he recently attended saying that he'd like to see more representation on our part at next year's conference in Mexico.

Dr. Schwark informed faculty that the phrase "Permission of Instructor" will be changed to "Evaluation by Instructor". The division will also need to provide terms of evaluation to Curriculum Committee for each class where "Evaluation by Instructor" is listed. We will need to look at classes that currently list "Permission of Instructor" and make changes accordingly.

Dr. Schwark handed out a page listing minimum competencies for reading, writing, and math for faculty reference.

Kayla Fessler reported on Angel migration saying that she is having a few problems backing the course up and also being kicked off of Internet Explorer when bringing Angel up from home. She said that faculty using Angel may find that it's easier and faster. Dr. Schwark added that there will be training on Angel early in the spring. There will be a component that will make it easier to communicate with students, and they are looking into making it available for classes that meet on campus as well.

Melissa Aguigui, Student Development representative, reminded the division that Friday, November 9, is the last day to drop 16 week classes.

Dr. Schwark passed out a sheet on Learning Communities.

Brenda Reinke came in and talked about a new law concerning text books.

The meeting was dismissed at 1:20.