

**DIVISION OF BUSINESS
DIVISION MEETING
DECEMBER 2, 2003**

TIME AND PLACE OF MEETING

The meeting was held in room 2N2 at Oklahoma City Community College on December 2, 2003.

THOSE IN ATTENDANCE:

Lisa Adkins, John Boyd, Linda Coggeshall, Shirley Crosby, Myra Decker, Kayla Fessler, Ziayien Hwang, Jenean Jones, Marty Ludlum, V. J. Ramachandran, Joe Ramsey, Jim Schwark, Ron Summers, Anita Williams, and Kristi Fields. Larry Grummer, Rich Steere, and Gary Tucker were absent at an Automotive meeting

GRADE DEADLINE FOR ELECTRONIC SUBMISSION, TUESDAY, 12/23/03 AT NOON

Dean Schwark advised the faculty that grades will be due at noon on Tuesday, 12/23/03, Online.

CELL PHONES AND PAGERS IN CLASSROOMS

Several faculty voiced concerns about cell phone policies in class, and use of text messaging. There was a question of a no cell phone policy being established division wide. There were also concerns of single parents who use them in extreme emergencies. Dean Schwark advised that a cell phone policy will be up to the individual faculty member to put their cell phone policy in the syllabus. Any problems with text messaging and cameras on cell phones should be taken to Dean Schwark.

TUITION FEE WAIVERS

Dean Schwark advised that all Tuition Fee Waivers are due by Thursday, December 4th.

VIDEO TAPE

There was a video presented entitled "OKCCC Overview".

COMMITTEE REPORTS

Ziayien Hwang talked about the Presidents Advisory Council. 500 new parking spaces will be recommended by the administration at the board's November meeting. New rooms will be ready for the 2004 fall semester. Dr. Todd expanded upon the response that was provided on the question about whether employees would be getting stipends or raises. He stated that the College and the Board of Regents are committed to recognizing employees' performance; however, appropriate, quality fiscal responsibility must be maintained before that could happen.

Myra Decker talked about the Instructional Administrative Procedures Committee. She talked about the restructuring of the fair market value from annual to every 2 years and changes for the recruitment area.

Ron Summers said that he is serving on a Web Base Assess ability Committee, so any concerns about that should be directed to him.

OUTCOME ASSESSMENT

Dean Schwark advised that all outcome assessments are in and we are moving forward with those.

ENROLLMENT STATUS

Dean Schwark advised that he sent the division an e-mail regarding enrollment status.

OTHER ITEMS

Lisa Adkins wanted to remind everyone of the family that we've adopted for Christmas. Any donations will be given to her, and she will put them in the account for the family.

Dean Schwark advised of a change in the way that advisors will be assigned, and expressed concerns that with the new change there will be no way for divisions to know when students change their major from their division to another.

Dean Schwark said that Automotive is trying to get a few NASCAR cars and drivers to make an appearance on campus. There is no final word yet on whether they will come.

John Boyd reminded everyone of the Christmas party that will be held at his house. He said there will be a sign up sheet and maps to his home in the division office. He needs RSVPs by 12/12/03.

The meeting was dismissed at 1:21 p.m.