DIVISION OF HEALTH PROFESSIONS FALL 2003 DIVISION MEETING

April 6, 2004 - 12:30 P.M.

PRESENT: EMS: Bruce Farris, Romeo Opichka, Brent Stafford

Nancy Cook, Connie Kuebeck, Lea Ann Loftis, Judy

Martin, Judy Ogans, Beverly Schaeffer, Debbie Myers,

Vicki Rankin, Carolyn Frye-Shegog, Carol Heitkamper

OTA: Tom Kraft
PTA: Peggy Newman

STAFF: Dr. Jo Ann Cobble, Mary Ann Gundlach

LIBRARIAN: Linda Boatright

Held office open: Shelly Tevis

ABSENT: Lloyd Kingsbury, Susan Mann, Vicky Davidson, Jane

Nelson, Harvey Conner

Jo Ann Cobble welcomed all division members to the meeting.

I. Celebration: Happy Birthday to Linda Boatright and Jo Ann Cobble!

- II. On-line Staff Development, Sherry Hulett: Sherry presented step-by-step instructions on how to enroll and access Francis Tuttle's free online training for OKCCC employees.
- III. Appraisal Process Review/Debriefing: Based on comments made by HP faculty during the appraisal meetings Jo Ann has suggested a change, approved by the Deans, in the Faculty Performance Self-Appraisal Form. At the end of the form the two levels of merit will be listed, with a space for faculty to check the levels(s) of merit they are requesting. After each of the two items will be a space to summarize the items, activities, etc. that fit that category. Documentation for the items listed will still be attached as in the past.
- **IV. Recruitment Seminar Update, Romeo Opichka:** The main focus was on minorities, how to tap new markets, youth awareness and innovative ways to approach recruitment.
- V. Update: Health Sciences Center: The first floor will have the faculty offices, three labs, an ADL lab and three classrooms. The second floor will have the Dean's office, the secretary's offices, as well as the Program Director's offices. It will also have several general use classrooms as well as a large distance education classroom.
- VI. WOW! (Faculty and Staff Development): Please fill out the Interest Checklist and turn in to Beverly Schaeffer or Jo Ann by the end of the day. You may write in topics of interest and/or volunteer to head up a session.
- VII. April 22, Mosaics Wall Dedication: Everyone invited to attend; 10:30 a.m.

VIII. New Adjunct Faculty Development Program (Mentoring): The proposal for the pilot program for FY 2005 has been developed. This program will be one of the strategies used to enhance the development of adjunct faculty. This pilot year program will concentrate on new adjunct faculty. Faculty mentors of new faculty will receive a stipend per new adjunct mentored at the end of the semester.

IX. Committee Reports:

- Instructional Administrative Procedures Committee Lea Ann Loftis: Currently full-time faculty are only allowed two additional adjunct classes whereas part-time adjunct faculty are allowed three classes. The committee is working on the policy to increase the amount of adjunct classes full-time faculty may teach.
- Academic Scholarship Committee Harvey Conner: The committee had 150 applications approved 17 students will receive regents and presidents scholarships while the rest will receive freshmen scholarships.
- Student Retention Committee Judy Ogans: The committee held a teleconference on how to retain more students by intervening earlier. Judy has the materials from the conference if anyone would like copies.
- Faculty Association Peggy Newman (on Vicky Davidson's behalf): The make it bake it sale and silent auction will be Wednesday April 7, 2004 from 9:00 a.m. to 4:00 or 5:00 p.m..

VIII. As May Occur:

• Faculty and staff voted for a pot luck at the May 4 division meeting. Bring all of your favorite goodies.

Meeting adjourned 1:30p.m.

Next meeting will be May 4, 2004 at 12:30p.m.

Respectfully submitted by: Mary Ann Gundlach