

**DIVISION OF HEALTH PROFESSIONS**  
**DIVISION MEETING**  
January 12, 2005, 9:00a.m.

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**PRESENT:**    EMS:                    Harvey Conner, Bruce Farris, Romeo Opichka, Brent Stafford  
                  NUR:                    Nancy Cook, Linda Cowan, Carol Heitkamper, Monica Holland, Rosemary Klepper, Connie Kuebeck, Susan Mann, Judy Martin, Judy Ogans, Beverly Schaeffer, Debbie Myers, Terri Walker  
                  OTA:                    Tom Kraft, Fonda Scott  
                  PTA:                    Peggy Newman, Vicky Davidson  
                  STAFF:                Dr. Jo Ann Cobble, Shelly Tevis  
                  LIBRARIAN:            Linda Boatright

**ABSENT:**                    Gina Edwards, Lloyd Kingsbury  
                                      Mary Ann Gundlach – held Division office open

**I.      Celebration:**

Happy Birthday to Peggy Newman and Bruce Farris. They both celebrate a January birthday.

**II.     Congratulations!!**

- a.      Judy Ogans completed her MS in Nursing.
- b.      Peggy Newman co-authored a book with Kathleen A. Curtis called The PTA Handbook, Keys to Success in School and Career for the Physical Therapist. The book is now in print!
- c.      Beverly Schaeffer finished a half-marathon to raise money for stoke research.

**III.    Reminders:**

- a.      Copier use – limit your use of copy machine to 10 copies please.
- b.      Print Shop – requires 48 hour notice on any print job submitted. The 48 hours begins at 5pm whatever day of the week you submit your job. Example: If you submit a print job on Monday (any time before 5pm) your job will be complete Wednesday **after 5pm**.

Pat Laws from the print shop prefers jobs be sent up electronically. This requires a driver (the 6115) be added to your computer. If interested, you will need to submit an electronic request to Tech-Support.

<http://www.okccc.edu/csd/forms/request-cgi.htm> will link you to the electronic form.

#### **IV. Spring 2005 Syllabi**

A copy of your syllabus from each course you are teaching must be turned into Mary by 11-18-05.

#### **V. Appraisal Process**

- a. A sign-up sheet has been placed on Jo Ann's door to schedule a meeting. All appraisals need to be complete by the end of February.
- b. Self assessments, merit justifications, and any supporting documents need to be submitted 48 hours (2 working days) prior to your scheduled meeting.

Note: Faculty Development Plans will be discussed in the fall.

#### **VI. Attendance**

Faculty must track student attendance for each section taught. A copy of this attendance must be submitted to the Division office for each section you are teaching along with a hard, signed copy of grades posted on Mine Online.

#### **VII. Enrollment Update**

The Division of Health Professions continues to experience student growth. The last number reported reflects a 14% increase. Student numbers have not yet been finalized.

#### **VIII. Office Hours**

Please provide Shelly with a copy of your Spring 05 office hours by 1-18-05.

#### **IX. As May Occur**

- Any faculty intending to do online office hours or participate in employment outside the college must fill out the appropriate forms and furnish Mary with the original.
- Linda Boatwright stated the library will be ordering additional copies of the HIPAA video in VHS format.

- Jo Ann added Tim Whisenhunt has requested DVD players for all multi-media classrooms.
- Jo Ann stated that with the bad weather approaching all faculty need good contact numbers for each adjunct in their group in order to notify if college closes or clinical is cancelled.
- Once confirmed, a newly developed procedure to schedule the H.P.S. will be sent to all faculties. To schedule the H.P.S. requires two week notice.
- The plans for the new Health Professions building are still in the development stage. New updates will be provided as they occur.

*Meeting adjourned @ 9:50a.m.*

**Next meeting will be February 4<sup>th</sup> at 12:30p.m.**

Respectfully submitted by: Shelly Tevis