

HEALTH PROFESSIONS DIVISION MEETING
Minutes, January 13, 2009, 9:00 a.m.
HPC Building, Room 223

PRESENT:

EMS: Leaugeay Barnes, Harvey Conner, Bruce Farris, Brent Stafford

NUR: Sarah Brown, Michael Cole, Gina Edwards, Jen Halpin, Carol Heitkamper, Monica Holland, Peg Holleyman, Mary Holter, Karen, Jordan, Rosemary Klepper, Valerie McCartney, Robin McMurry, Debbie Myers, Cindy Neely, Beverly Schaeffer, Terri Walker, Kay Wetmore, Cindy Williams

OTA: Tom, Kraft, Reeca Young

PTA: Jennifer Ball, Vicky Davidson

STAFF: Dr. Jo Ann Cobble, Martie Collin, Shelly Tevis, Mary Gundlach

ADVISOR: Claire Echols

LIBRARIAN: Linda Boatright

ABSENT: Linda Cowan, Judith Martin, Stephanie Wallace, Sherri Givens

Held office
open: Debby Martinez

Jo Ann Cobble called the meeting to order at 9:00 am

1. Happy New Year!

2. Celebrations!

Everyone acknowledged the birthdays for this month with applause.

Mary Holter, 3rd
Bruce Farris, 29th

3. Welcome Dr. Aquino

Dr. Felix Aquino welcomed everyone back to the college. The enrollment is up by 11%. Enrollment for 26 – 40 yrs. old is up 23%. We are committed to not turning anyone away. The enrollment in classes such as Developmental Studies and Developmental math will increase as a result.

The new online book ordering system will begin in 2010. Brenda Reinke has put together a committee for this with representation from each division.

4. Appropriate Use Statement

Jo Ann handed out the statement which will be included in all syllabi and posted in the computer labs college wide starting in the summer 2009.

5. Office Supplies, New Form

In the fall semester we used a substantial amount of office supplies. In order for us to have supplies on hand when needed please fill out the provided form each time you pick up supplies and give it to Debby Martinez.

6. Opening Day, volunteers needed to show students to their classrooms, 1/17/09, 1:00 to 4:00 pm. They will not set up division tables in the spring semester. Volunteers will help new students find their classrooms.

7. Enrollment

Enrollment in Health Professions is up for this semester.

8. New Mailboxes

Faculty now have new mailboxes. Anything that will not fit such as books will be placed on the counter.

9. New Student Copier

The division is scheduled to receive a new student copier. It will be located close to the division office just to the right of the stairwell.

10. As May Occur

Linda Boatright – Plagiarism

Linda mentioned that there are very real consequences for students who plagiarize as noted in the OCCC Student Handbook. She also went over the steps for citing articles and pasting them into a document. This is a tremendous help for those who are uncertain as to the correct format for citing an article.

Jo Ann Cobble – Appraisals, ETC.

The sign up sheet should be available this Friday. It will be labeled Appraisal Signup Sheet and will be located where Jo Ann's mailbox is on the bookcase outside her office. They will start the last week of January and finish the last week of February.

The Oklahoma Association of Community Colleges conference is scheduled for March 12th and 13th. The sessions begin at noon with lunch on the 12th and all day with lunch on the 13th.

Please fill out an Outside Employment Request form if you are planning on working at a new institution this semester. The forms are available online under Employee Forms.

11. Committee Reports/Program Updates

Tom Kraft reported to his surprise that OTA's professional association will not require any further reports for this year regarding the new curriculum.

Jo Ann announced that the Benefits Committee will meet this Friday at 8:30 in the John Massey Center. They are reviewing four insurance companies.

Cindy Neely reported that she still has lots of medical supplies to give away. You may help yourself and they are located in Claire Echols' old office. Cindy is also in need of two large boxes to send two manikins off for repair.

Carol Heitkamper reported that Angel will open classes for spring on Saturday morning.

Harvey Conner reported that reams of paper will be available in the cabinets below the mail boxes for the printer after hours.

Jo Ann has inquired about changing the lock to the copier room but has not received a response.

Jo Ann reported that the winter weather procedures are posted on the OCCC web site and you may call the main OCCC phone number 682-1611. The calling tree for faculty was sent out before Christmas.

The downstairs area outside the OTA lab, #104, the rest rooms and the area by the drinking fountain are the safest place in the HPC building should there be a tornado.

Submitted by Mary Gundlach