INFORMATION TECHNOLOGY DIVISION MEETING
February 03, 2009
Room 407B
Meeting Minutes

Those in attendance:

Tom Ashby	MaryGrace Berkowitz	TC Coleman	Kathy Cupp
Gary Dominguez	Heather Erwin	Tim Green	Doug Gregory
Al Heitkamper	John Helton	Haifeng Ji	Sara Mathew
George Maxwell	Anita Philipp	Mike Reeves	Akram Taghavi-Burris
Mary Williams			

Dean Ashby began the meeting with MaryGrace's announcements.
She announced that audio books were now available in the Library. Next, she asked that everyone take a few minutes to fill out a new survey that the Library had created, which was sent out in an email. The survey covers how the faculty uses the library both for their classes and for personal use.

Dean Ashby reminded everyone that February is Performance Appraisal month for the faculty. He instructed faculty members to use the electronic form and have it submitted to him 48 hours prior to their scheduled meeting time. The schedule sign-up sheet is located in the Division Office.

Dean Ashby announced that March 24-26 would be the days during which the fire, tornado, or shelter-in-place drills would occur. There will be a drill for both the day and evening classes. It is not specified which drill is to be performed but the notice sent to your classroom phones will inform you what actions to take.

Dean Ashby mentioned that Work Study Students are available to the Division and if you have a need for one, let him know and he'll get you one. Work Study Students cannot grade papers but they can do other office-related tasks for you.

Dean Ashby reiterated the need for faculty to contribute to the Writing portion of the General Education Call for Artifacts. Professor Taghavi-Burris added that they did not want journal entries but instead wanted longer, essay type papers. Professor Heitkamper said he does have some of his students write papers but not in any particular style and with no focus on proper grammatical usage. He asked if these would be worth sending in. Professor Gregory answered that they are looking for something exactly like that. He explained that the point is to determine how students are using what they learned in the Gen. Ed. courses in their other courses. He said you do not need to create new assignments, just send in what you have if it applies.

Dean Ashby mentioned that if you have an online class for which you require proctored tests, you should include in the literal that you do require these proctored tests, so the students will know from the start. He made it clear that this does not mean you are required to have proctored tests for your online classes but just that you should include it in the literal if you do currently require them.

Professor Philipp showed concern about the wording of the literal possibly causing students living nearby to try to get a proctored exam set up for them even though they're close enough to come to the campus. Dean Ashby answered that each professor can set their own individual rule, limiting the area for

proctored exams, so that students living ten or fifteen miles away from campus will be required to come to campus rather than set up a proctor at such a short distance.

Professor Williams, who already uses this literal, said she uses the wording "Exams Proctored in Student Computer Center" because she didn't want students to think they could be proctored anywhere they wanted. She was also worried students would think they could *only* be proctored in the computer center and that this might decrease enrollment. However, she said she has monitored the enrollment and it doesn't seem to have gone down since this wording has been in use.

Committee Meeting Reports

Dean Ashby reported that the Information Technology Academic Advisory Committee met again and talked about the various processes the phones could handle and how to perform them. For example, voicemail messages could also be delivered into your outlook mailboxes.

Dean Ashby announced that there is currently a system called Meet Me that is in place on our phones for holding conference calls. This is not being used much and so if you have need for conference calls, come see Dean Ashby and he'll give you everything you need. He also mentioned having a print-out with related information that would be distributed after the meeting.

Dean Ashby said they also talked about the new classrooms in the VPAC building. They are going to archive all of the film and tape they have taken of the divisions and digitize that for future usage. He said they produce a show for the Oklahoma City Cable Company, which used to be produced once a month and it will now be produced once a week. If you have any content or ideas you'd like to promote, get in touch with Tim Whisenhunt, and you can be scheduled into the production line-up.

Professor Taghavi-Burris asked if student content produced in classes such as Digital Video Editing could be displayed.

Dean Ashby answered that it there would probably be additional permissions required from the Cable Company for the show but that we could display it internally for the campus.

Professor Cupp reported that the Academic Outcomes Assessment Committee was meeting later in the month, and reminded everyone of the upcoming Career Day on April 3rd.

Professor Green reported that from the President's Advisory Council faculty should have received an email from President Sechrist on January 30th containing information regarding the personal assessment of the college environment survey. This information is now available online.

Professor Gregory reported that the General Education Committee is assessing General Ed. differently this year different because they're assessing with artifacts from outside the General Ed. courses.

Professor Heitkamper reported that Online Textbook Request System Committee met and they have been working on a tutorial and he says the system is not difficult to use. He has been writing a manual for it but has not yet converted it to a usable format.

Professor Helton reported that the College Benefit Committee met and agreed to have four different health insurance vendors come in, each for a two hour meeting. There is no decision to switch, but the committee will be evaluating health insurance and looking to see if there is anything better.

Professor Ji reported that the Faculty Development Committee wants to declare Wow sessions early so the faculty will know about them ahead of time.

He also reported that Greg Gardner wants to change the SII's to make them online. They would like to use the Angel system because there would be no cost but they would first have to upgrade the Angel server.

Professor Philipp reported that an email had been sent out regarding an extension of the Academic Scholarship. She informed faculty that the Online Task Force would be sending out a survey to students soon and asked that they all urge their students to fill it out and return it.

Professor Taghavi-Burris reported that the Global Education Committee is working on bringing more awareness to international students on campus. There have been talks of creating a new section in the Pioneer that will deal with international news or cultural information and possibly even interviews with international students and/or faculty. There will be a global awareness conference hosted on campus in 2010, so the committee is working to develop the theme for that conference as it has to be announced this year. The committee is seeking ideas for the conference theme and also for any ideas on how better to promote Global Awareness.

Professor Williams reported that the ATD Leadership committee met and a woman from the Oklahoma State Regents' Office gave a presentation. During this presentation she outlined the main goals that the State Regents' Office had for the ATD initiative, many items having to do with the cooperative alliances and the development of a course matrix with the technology centers.

The faculty then discussed the technology centers' articulation to the Information Systems and Computer Science State Regent's Transfer Grid.

The meeting was adjourned.