INFORMATION TECHNOLOGY DIVISION MEETING
February 5, 2008
Room 407B
Meeting Minutes

Those in attendance:

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

Those are absent:

MaryGrace Berkowitz

First, Rhonda Simpson from HR explained about the new 403(b) Retirement Plan with a handout.

Dean Gibson asked for those people who are selected for Online Education survey per ATD committee to complete the form and give it to TC by Thursday.

Print Shop will be eventually automated and called "Digital Store Front". We can access it from the employee web page; we can send a document and receive a notification electronically. This service will be charged to the department. For the first year, they are going to calculate a budget from the usage of the previous year. To our advantage, Dean Gibson encourages everyone to use Print Shop as much as possible. Dean Gibson also asked everyone to realize and consider the cost for printing black & white and color.

Professor Ashby reported on the ION Technology that he and Dean Gibson attended last month. They specialize in 3D display systems. They utilize lots of different technology from old to new, very impressive trip to CA.
Professor Heitkamper reported from the AccessData Training the 2nd week of January. The training covered cyber forensics, tools used to recover files and password etc.

Dean Gibson informed us of the following upcoming Staff Development events;
- Seneca College – Professor Ashby, Professor Taghavi-Burris and Dean Gibson
- AJAX training – Professor Philipp

Next, we discussed the options for Fall Break and the ideas that came up from the Faculty Association then brought to the Dean's council. There are several ideas and suggestions;
   a) Add a fall break by canceling classes on Thursday and Friday in October when the public schools take a fall break, then conduct classes on Monday and Tuesday of Thanksgiving break.
   b) Add a fall break by canceling classes on Thursday and Friday in October and keep Thanksgiving holidays as they are now
   c) Start orientation week on Thursday and start classes on Thursday the following week
   d) Just have a 3 day orientation week start on Monday and start classes same week on Thursday
After the discussion, we voted on the above options plus "No Fall Break". Majority votes were option (b).

Dean Gibson talked about the Use of Personal Vehicles and OCCC Vehicles on College Business with a handout. She asked everyone to check their own insurance policy for their coverage.

OCCC Web site is changing. We are going to be trained to do maintenance on the IT Division page. Dean Gibson and TC will attend the training.

Professor Ashby is our representative for the Multimedia Committee. They have already purchased 50 projectors, all of our classroom projectors are going to be replaced. If you need to have any specific projector, please let Professor Ashby know.

We decided to discuss Computer Proficiency in the next meeting.

Dean Gibson reminded everyone about Performance appraisal. The signup sheet is available at Kay's desk and SII is also available in the Dean's office.

Dean Gibson asked everyone to sign up for initial 2 hr. session for migrating a course to Angel.

Dean Gibson gave the instruction on how to choose advisees to work on for this month.
She told us to look at your Advisees list in MineOnline, and check Earned Credits, those students with the most credits should be checked to see if they are close to graduation. Contact those 10 people and talk to them about whether they are still pursuing a degree. Make suggestions to what they might take to complete a certificate or an emphasis.

Global requirement will be added as follows;
  e) Add a global graduation requirement to the AA and AS degrees. The requirement could be met by:
    i) Successfully completing a non-Western course (a list of courses to be determined by global content of course across disciplines)
    ii) Study abroad/living abroad as a high school student or older in another country for at least one semester
    iii) To be an international student on a non-immigrant visa
    iv) Completing an international internship abroad
    v) Appeals to be made to the VPAA or AVPAA

Copy machine is going to be activated with Password and Account number after the meeting. TC will show you how to use the copy machine.

Dean Gibson asked all CS professors except Professor Heitkamper, Professor Ji and Professor Philipp to check and sign the Curriculum paperwork in the Division office. She asked to be sure that "permissions by instructors" are removed.

Dean Gibson informed that Summer/Fall Schedules are being worked on, and are in the final stage. Department Chair will show it to you if you need to add on.

Committee Reports

Professor Green reported from the President's Advisory Council. Dr. Sechrist was telling us about why we are doing Achieving Dream, and how it affects the entire state not only students. They also talked about the College receiving a donation of the old John Glenn Elementary School, which will be used for daycare facility for students.

The meeting was adjourned.