**INFORMATION TECHNOLOGY DIVISION MEETING**
**March 2nd, 2010**
**Room 407B**
**Meeting Minutes**

**Those in attendance:**

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| Tom Ashby | Mary Grace Berkowitz | James Bothwell | Haining Chen |
| Gary Dominguez | Doug Gregory | Al Heitkamper | John Helton |
| Haifeng Ji | Sara Mathew | George Maxwell | Anita Philipp |
| Mike Reeves | Akram Taghavi-Burris | Mary Williams | |

**Those not in attendance:**

Tim Green

Dean Ashby began the meeting by announcing that the faculty visitors from Mexico would be coming to the Division of IT on April 7th. He explained that they would receive tours and the opportunity to observe instructors in their classes and visit with them outside of class. He stated that there would also be a group lunch once arrangements were decided upon.

Dean Ashby brought attention to the summer faculty advisor program and asked for anyone interested in participating to fill out an interest form, which was attached to the agenda.

Dean Ashby stated that, starting next fall, faculty will now need to enter in the recorded last date of attendance on their final grade sheet for students with grades of F, W, or U. The reason for this is that the school is now giving away more financial aid than ever before and disbursement of this aid often depends on a student's attendance.

Dean Ashby discussed the Textbook Deadline Changes and informed everyone that the notebooks would be coming around. Faculty members were reminded that if they are interested in adopting a new book but have not decided on the edition by the deadline, they need not make a snap decision. The bookstore can be informed that a specific book or edition will no longer be used and that the replacement text is still being decided on.

Dean Ashby provided a draft of the Course Completion Report guidelines. He said that if anyone had any feedback they would like to give on the draft, they could talk to either him, as the Dean Representative, or to Professor Heitkamper, as the Faculty Representative.

Dean Ashby asked that everyone make sure their nominees for the student awards were turned in. He said he would send out an email with all the names for faculty to double-check and then the paperwork would be started.

## Committee Reports:

Professor Ji reported that the Faculty Development Committee had recommended a webinar be held to give tips on teaching unprepared students. He stated that there had also been suggestions to improve the new adjunct faculty info-fest. He said he would email everyone a survey for improving the info-fest and asked that everyone fill it out with their recommendations/feedback.

Professor Philipp reported that the Online Learning Committee has finished the list of objectives and competencies for the Online Orientation. It will now be passed on to the CLT, who will actually work on developing the Orientation. The CLT is also creating examples of the best practices for online courses. The AtD Leadership Committee discussed the student retention in some of the online Gateway courses, which they found to be low, and decided to look at how students might be better served and achieve better retention.

Professor Taghavi-Burris stated that the Global Education Committee is planning for the 2010 Global Education Conference which is to be hosted on the OCCC Campus in October. She reported that the President's Advisory Council meeting was brief but they received a list of the planned purchase requests for each division and reviewed that.

## Other:

The Oklahoma Electronic Game Expo and Multimedia Conference will be April 10th and Professor Taghavi-Burris asked for volunteers to help promote the event and to help out during the event.

Dean Ashby stated that if anyone would like to send out an all-employee email, then they need to receive his approval before using that feature.

The division discussed the events of February 26th and talked about the Shelter-in-Place policies and procedures that were used on that day.

The meeting was then adjourned.