INFORMATION TECHNOLOGY DIVISION MEETING
May 1, 2007 12:30 pm
Room 407B
Meeting Minutes

Those in attendance:

Vicki Gibson	Tom Ashby	Kathy Cupp	Tim Green
Doug Gregory	Al Heitkamper	John Helton	Haifeng Ji
Sara Mathew	Anita Philipp	Brett Weber	Mary Williams
Gary Dominguez	Mike Reeves	George Maxwell	MaryGrace Berkowitz
TC Coleman			

Dean Gibson opened the meeting at 12:30.

First, Dean Gibson introduced Pat Stowe and Kari Workman from Student Support Services, and they gave us a presentation of Early Warning.

Dean Gibson informed everyone that the deadline for Tuition Waivers for Fall 07 semester is Aug 1st. This information is not yet on our web site, but on Pioneer. We need a better way to inform our students of these due dates.

Dean Gibson reminded of Budget and Requisition of the approval dates;
> May 11 – all purchase requisitions $15,000 or greater must be approved by this date
> May 25 – purchase requisitions $5,000-$14,999 must be approved by this date

Professor Williams shared with us that Cooperative Alliances will meet tomorrow, May 2 at 2:30pm with Dr. Aquino, Dr. Harrison and Molly Henderson. Then she suggested that faculty members will get together to discuss this topic on Wednesday at around 2:30pm.

Dean Gibson mentioned that Web Design and Web Development Certificates are going before the Board May 21.

Professor Helton talked about High School visits. He shared that three visits were made so far and they went well. Students were well behaved and enjoyed the presentations. Teachers enjoyed as well and were interested in our programs. Also, he mentioned that taking recruiters with them was a big help. They are going to Moore High School on May 11.

Dean Gibson went over the Assessment week reflection with the handout. There were a great number of participants and numerous surveys were completed; those numbers are way higher than we had ever done before.

Dean Gibson reminded everyone that the date for the Faculty Appreciation Luncheon has been changed to May 17 at 12:30 pm.

Dean Gibson reported on the Grade Sheet and Attendance Sheet update with samples which will be used in the Summer. They will be in color and a little more user friendly. She asked everyone to let her know of any other suggestions to make them better for the Fall semester. A couple of things were suggested by Professor Helton and Professor Philipp; use double lines or thicker lines in between each week, use solid lines instead of dashed lines etc..

Dean Gibson mentioned that the Security meeting with Ike Sloas will be held during the May Intersession (May 22). She understood that it is not a good time for faculty members; she suggested attending the meeting if you have questions and/or concerns.

The following Institutional Committees' needing representation for Fall 07
Academic Outcomes Assessment – Professor Mathew will stay on, still need one more representative.
ADA Support Services Committee – Professor Heitkamper if Professor Williams wants to rotate on, Professor Williams will stay on.
Faculty Development Committee – Professor Ji will be on.
Instructional Administrative Procedures Committee (IAPC) – Professor Mathew will stay on.
President's Advisory Council – Professor Cupp will be on.

Institutional Committee Reports

Professor Ashby reported from the Information and Instructional Academic Advisory Committee (IITAA). Changing the Email system to Outlook is backed off due to license issue. Online Task Force recommended Angel as a new platform replacing WebCT, in Spring 08. IP phone will be installed in July.

Professor Mathew reported from IPC, they will meet on Thursday to review IRB.

Professor Philipp reported from the Global Education Committee. They discussed about student assessment Bluebooks and OGEC conference.

Dean Gibson shared with us the number of enrollments for Summer. There are only two divisions that have positive numbers, Div. of Business went up for 28% and Div of IT got 1.4% up. Over all result is 5.8% down.

The meeting was adjourned.