Information Technology
Division Meeting Minutes
September 5, 2006 12:30 PM
Library 407B


Those in attendance:

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


Dean Gibson opened the meeting at 12:45 apologizing for the inconvenience due to the room not being ready.

Advertising for the VP of Academic Affairs position will be advertised soon with the minimum requirement of a Master degree versus a Doctorate. The target date to have someone on board is January 07.

A New Strategic Plan is being drawn up, but will not be totally different. It will have an extension of what we have done with the emphasis being on access to college education. Stu Harvey asked if we were to have $300,000~800,000, what this division would need over the next 10 years. Ideas need to be submitted by next week and the group was asked to share any grand ideas.

You may be hearing about three credit hours being added to each degree plan, increasing the total credit hours up to 64 hours. Dr. Sechrist has been researching different institutions. OCCC is the only institution not having leisure classes (at least 3 credit hrs.) or freshman orientation. Meetings to discuss this issue will be on Sep 8th (General Education Committee & Curriculum Committee) and Sep 26th (Faculty Association Meeting).

o   Model of UCO
o   Leisure class would be general computer science class, personal finance class etc.
o   Freshman Orientation would be counted for credit hours.


Dean Gibson asked the faculty to sign up for an appointment for Development Plans.
- Drafts need to be submitted 48 hours prior.
- Travel requests are due by Sep 30th
- Outcomes Assessment Reports FY06 are due this month.

Sexual Harassment training is scheduled at the Feb 6, 2007 Division meeting.

Opening Day was successful and participants had a good time. 120 Student Computer Center's brochures were passed out as well as we had a chance to talk to many students about our degree programs.

Dean Gibson, Professor Helton, Professor Ashby, Professor Weber and Mr. Dominguez attended the meeting with four high school recruiters. Good information was received as well as providing our division information. Our brochures were given and individually talked about the different programs.
We could put brochures in the shelf at Admission area. TC will be looking into this.
Interactive CDs idea was mentioned.

More brochures will be handed out at the College Fair Night on Oct 11th.
Brochures duplication is a budget issue. We will think about alternative methods.
We are more into advertising our division.

Dean Gibson shared the update on Professor Cupp and informed us that she was surprised and glad to receive the birthday card and gift certificate that we sent. We will be sending a gift certificate each month. Donations and suggestions are welcome.

Professor Ashby will talk to you about altering schedule and final revision for Spring 07. Last chance to talk about any changes  Sep 13-15th.

We had visitors from IEEE.
News letter of Electric engineering and computer science class
There is a student organization
Help to run the student organization
It would be a good opportunity for students to get involved with these activities.
Consider extra credit for students who participate

- o Oct 24, 06 -- System Security Requirements during a software development cycle
- o Nov 13, 06 -- Trustworthy Software

Greg Holland in the engineering department is very interested and looking for someone in Computer Science Department to work with him.

If someone is interested in being a representative of computer science, he/she will be introduced at Executive committee meeting on September 19th.

OCCC Career Day with Dell will be on Nov 28, 2007
It is a good opportunity for students to meet Dell representatives from different areas.
Giving extra credits might be a motivation to attend.

The other handout about computerized K9 – robotics might be appropriate for 10 years plan.

Committee meetings result

Professor Gregory -- General Education Committee / Student Leaning Council
- ✓ Needing different orientation
- ✓ First time students have no clue
- ✓ Different division should have different orientation
- ✓ Explain degree programs
- ✓ To avoid missing enrollment (Many OU students)

Professor Ji -- Admissions Appeals Committee
- ✓ The students whose GPA is under 2.0 will be on probation.
- ✓ These students will be suspended for one semester, and need to take classes other than OCCC.
- ✓ Exceptions are family emergency etc.


Professor Williams and Professor Philipp will attend Course Equivalency meetings on Sep 27.

Professor Philipp mentioned that ISEC elective must be approved for CS.
Faculty needs to sign to approve the electives.