

INFORMATION TECHNOLOGY DIVISION MEETING
November 6, 2007
Room 407A
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	MaryGrace Berkowitz
TC Coleman			

Dean Gibson opened the meeting at 12:30.

First, Dean Gibson introduced Mary Turner from Student Support Services who gave us a presentation of the Supplemental Instructor hiring process.

Dean Gibson celebrated several accomplishments we made;

- 1 ½ hour meeting with Academic Advisors, had great feedback and possibly **will** keep having the meetings **on a** regular basis,
- 17 students from Dove Academy; IT oriented OKC's charter school visitation. They **were** all impressed and had a good time.
- ABET visited.
- 2 Student Success Grants submitted; High school visitation and Equipment for Professor Gregory.
- Outcomes Assessment 5-year plan submitted on time.

Dean Gibson explained **the** Entry-Level Assessment Minimum Competencies with handouts.

- Writing (W) – ability to write one paragraph
- Reading (R) – ability of **a** 10th grade reading level
- Mathematics (M) – ability to do Arithmetic

She asked everyone to re-consider the course prerequisite that you might need to change them. As long as the prerequisite, the phrase of “Permission of Instructor” should not be used. Better wording would be “Evaluation by Instructor” to eliminate any possibility of inconsistency. It must be a specific test or process in place and used consistently. Eventually changes will be made through **the** Curriculum committee.

Dean Gibson reported **on the** Internship program that Professor Green is working with her, particularly for students in **the** Computer System Support degree program. Lisa Davis was already contacted; we are planning to have interns in her IT area on campus.

Dean Gibson attended a Wow session for Greater grads Program that would be a neat idea if we could get our interns involved in this Oklahoma City program. There is a presentation of Greater grads Program on Nov. 7 in CU3. Dean Gibson recommended attending, if the internship may work in the particular programs. Oklahoma City Chamber is promoting Oklahoma, trying to get

our students to stay in the state.

Dean Gibson mentioned that new carpet will be installed in the division office on the weekend of Friday, Nov. 9 through Monday, Nov.12. The office will be temporarily moved to the conference room.

Dean Gibson informed that the position name of Super chairs are no longer used, it is now called Director of _____ Division.

Student Computer Center is trying to return the flash drives left in the classroom and SCC. Dean Gibson asked faculty members to remind students to put a folder with their name on it on the drive so it can be easily identified as theirs. Professor

The Highway Patrol will be in SCC for their training on November 20. Students will be accommodated in Room 201 and 206.

Dean Gibson asked for feedback from the Achieving the Dream Focus group. Professor Taghavi-Burris shared that they are impressed **with** what our division is doing; contacting 10 advisees every month. Professor Williams shared that they have discussed the computer proficiency and online help issue. Professor Helton shared that they discussed how to deal with the students who are not ready. Professor Ji shared their discussion on how to get better students. Professor Heitkamper shared from their group discussion of the proper recruitment and promoting graduates. Dean Gibson shared from her conference she attended. It seems like all community colleges all over the U.S. have some of the same issues on general education, we all are focusing on retention, success rate and numbers.

Professor Philipp and Professor Williams shared with us from their weekly Angel Migration meeting. There are many nice features, easy to setup the sections once the master course is set up. There are training classes available in the spring (Wow Sessions) for all instructors who are not teaching online courses. Professor Philipp encourages everyone to attend training as early as possible.

Dean Gibson informed us that All-employee Holiday reception will be on December 13, 2007 at 12:00 – 1:30.

Professor Taghavi-Burris reported of CATS club that the Halloween carnival was a great success, they enjoyed the Dance revolution game.

Dean Gibson informed that the position of Program Director of Cyber Security will be closed on this Friday. Professor Ashby is the Chair of the committee, committee members are Professor Mathew, Professor Heitkamper, and Ms. Tuley-Williams.

We have received the results from 6 faculty members for Contacting Advisees last month, the list of 10 more students are coming.

Department Meetings on November 13 will take place instead of Dept Chair/program coordinator meeting.

December Division meeting will be our meal to the Lab personnel, Mr. Reeves is chairing.

Dean Gibson informed that Assessment Week will be February 25th- 29th, we are going to discuss it at the next division meeting.

Learning community packet was handed out.

Committee Reports

Professor Ashby reported from Information Technology Academic Advisory Committee. New position will be created to replace the existing tech support position. There are issues of Datatel updates,

Professor Gregory reported from the General Education Committee

Professor Heitkamper reported from the Curriculum Committee, discussed about the issues of evaluation and access training.

Professor Ji reported from the Faculty Development Committee

Professor Mathew reported from the Instructional Administrative Procedures Committee, they discussed the Adjunct policies and discrepancy in the numbers of hours worked.

The meeting was adjourned.