

INFORMATION TECHNOLOGY DIVISION MEETING
December 5, 2006
Room 407B
Meeting Minutes

Those in attendance:

Vicki Gibson	Tom Ashby	Kathy & Greg 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
Kay Anderson	John Brumfield	Roby Peters	Chris Smith
Glen Wegner	TC Coleman		

Dean Gibson welcomed everyone and opened the meeting with the appreciation for Kay and TC to prepare the holiday luncheon.

First, Dean Gibson asked Mr. Dominguez to introduce the Lab assistants and tutors. Mr. Dominguez circulated the flyer with the pictures of new employees who were not there for the luncheon as well.

Professor Gibson mentioned that professor Williams donated the Christmas tree and people worked the day before Thanksgiving had good time decorating it. She also explained that we participated “Holiday Harmony Contest” that we chose the song of “My favorite things”. She asked to everyone to create the individual “favorite folders”.

Professor Gibson shared the Fall 2006 Accomplishments, which are;

- Piyush Patel, PL Studios started our year with encouragement on our game design degree
- Presented excellent 10 year vision for IT to Stu Harvey
- Had a Division Secretary for the first time in IT
- Had a new Supervisor and Evening /Weekend Supervisor in the Student Computer Center
- Professor Philipp made a presentation at the WebCT 2006 Annual Conference
- Had fun participating in Freshman Orientation Day
- Cyber Security applied CNSS 4011 to be offered to students
- Phones in the classrooms
- First distance learning class with SWOSU
- OSU/Okmulgee agreement
- Cyber Security Advisory committee was formed and met for the first time
- Awarded Student Success Initiative \$13,000 for outreach to high schools
- UCO/OCCC Articulation Agreement
- Cyber Security Month Activity

- Game Design Emphasis approved by Curriculum committee
- Established regular monthly meeting our Leadership Circle which consists of Department Chairs, Program Coordinators & Lab Supervisors
- Five support staff attended the OACC Support Staff Institute
- New Department Chair in CS
- New Program Coordinator for Cyber Security
- Completed our Syllabus checklist
- All degree programs have a brochure
- Brochures are available on our bulletin board in main building
- Brochures are available on the table by the Student Computer Center
- Brochures were placed in the in the office of Recruitment and Admissions
- Increased online course offerings significantly
- Budget was approved on the Cyber Security Grant
- Had Sally Edwards visit with us about TRIO
- Letters sent to all CAT majors to solicit help on ABET certification
- Received an Advancing Student Success grant for \$5000.00
- Hired many employees in the Student Computer Center
- Have had monthly presentations on the flat screen TV in the main building
- Increased declared majors 20 over Fall 05

Dean Gibson reminded everyone that the Tuition Waiver Applications are due by Thursday noon.

Dean Gibson shared the information of Enrollment Stats;

College dropped 4% for enrollment rate

Div of IT - 0.7% down (3rd down)

CS 4.2% down

CAT 37.5% up!!!

IT Online enrollment 14.3% up

Afternoon enrollment 6.6% up

Morning enrollment 1.1% up

Night enrollment 14.8% down

Jan Intersession 12.2% up

Curriculum proposals for Fall

All CAT proposals were approved by Curriculum committee

Rescheduled CS for December 7, 3:00 pm if for some reasons, cannot attend, please let Dean Gibson know to make sure someone will represent for your area.

For ABET certification, CAT Advisory meeting was cancelled due to snow, will be rescheduled.

Advancing Student Success grant for \$5000.00 Professor Ashby will tell us about detail later.

We also got the fund for Marketing to high schools. Leadership circle is getting together to put the presentation. It will start beginning of Spring Semester, Leadership Circle will be asking some professors to go to different High schools on Fridays. We will talk to high school students about Computers and show them what we have. If you are interested in participating, please let Dean Gibson know.

College benefits committee e-mailed, if you have something needs to be on the list, please submit. John Helton is our representative.

Please submit 10 hours of office hours to TC by Friday, December 15 that you will be available for advising students during the orientation week (January 15 thru 19, 2007). Dean Gibson will forward the draft of the schedule of the orientation week

Dean Gibson reminded that Christmas cards to graduates. And she told them to do so if you have signed them yet.

Institutional Committee Reports

Professor Gregory reported final course name and objectives of the student orientation course to the General Education Committee for their discussion. One of the advantages of the course name change is that allows the courses to transfer easier to university.

Professor Heitkamper reported that Curriculum Committee discussed of removing Physical Science course from AAS degree.

Professor Helton reported that the book loan program was great success.

