

INFORMATION TECHNOLOGY DIVISION MEETING

January 9, 2008

Room 407B

Meeting Minutes

Those in attendance:

Vicki Gibson	Tom Ashby	Kathy Cupp	Gary Dominguez
Tim Green	Doug Gregory	John Helton	Haifeng Ji
Sara Mathew	Anita Philipp	Akram Taghavi-Burris	Mary Williams
George Maxwell	MaryGrace Berkowitz	TC Coleman	

Those are absent and excused:

Al Heitkamper Mike Reeves

Dean Gibson opened the meeting welcoming everyone back for the new semester.

First, Dean Gibson apologized not to announce it earlier and congratulated that Professor Helton was the winner of NISOD award. She appreciated his effort of inside and outside of the classroom.

IP Phone test will be at 9:30am today and 7pm Thursday for everyone to hear what the sound will be.

Dean Gibson informed that several upcoming Staff Development events;

- Seneca College in Canada in Feb 08 – Professor Ashby, Professor Taghavi-Burris and Dean Gibson
- ION Technology in California next week – Professor Ashby and Dean Gibson
- AccessData Training this week – Professor Heitkamper is attending.

Dean Gibson asked there are any Supplemental Instructors for Spring in placed. Professor Cupp will have ones for Beginning programming and Java, Professor Taghavi-Burris will have one for Flash and Game design.

Professor Green reported of Internships program. There is one student in the program working at Lisa Davis' office, with 220 hours equivalent for 3 credit hours. Dept. of Environmental Quality (Oklahoma State) is interested in our internship program as well; they are willing to pay for the labor. Dean Gibson added that our main objective of internship is to give students an opportunity for some job experiences before graduation.

Dean Gibson told that everyone should have received the forms of Performance appraisal electronically. The forms can also be downloaded at employee web site. It will begin Feb. 4, and the signup sheet will be available next week at Kay's desk.

Dean Gibson reported of enrollment status for Spring 08. CS is 16 % down.

Professor Williams reported of Achieving the Dream data team. There is a workshop on Friday, 8am to 12pm for Deans and the data team. Two topics will be discussed about are 1000 & 2000 courses and financial aid.

Professor Williams has already discussed with Dr. Harrison about Computer literacy competency, as we have qualification of Writing, Reading and Math.

Dean Gibson mentioned that we haven't found the person for Program Director for Cyber Security. We might need to reconsider and make some adjustment for the market value of the position. We will be discussed at CS Dept. meeting.

The meeting/demonstration of the online course evaluations is scheduled on Feb. 12 at 12:30pm. Dean Gibson encouraged everyone to go to the meeting. She mentioned that web site to get the information as well; www.OnlineCourseEvaluations.com.

Dean Gibson mentioned the problems of WebCT that we encountered the previous week. Several issues are pointed out; 1) lost old e-mails, 2) no option to backup, Dean Gibson told everyone to keep closely check and make sure to backup often, maybe onto external devises.

Professor Philipp and Professor Williams reported of Angel Migration. Training sessions will be announced.

Everyone needs to take the individual based training class for Angel by Kathy Wullstein. Dean Gibson suggested if you have any requests or comments for the training, please let her know.

Dean Gibson asked any volunteers for upcoming Opening Day on Jan 12, 2008 at 1pm to 4pm.

Committee Reports

Professor Cupp, Professor Mathew and Professor Gregory reported from Academic Outcomes Assessment Committee. They didn't have enough members to attend the meeting and needed to meet more often.

Professor Green reported of President's Advisory Council, they discussed about new 403B.

Dr. Aquino stopped by the meeting and shared with us the updates of enrollment status and the constructions, The enrollment status went up 0.8 % from the previous night. 7.7% down as of this morning without counting on corporative learning. The result would be not good but not too bad.

The meeting was adjourned.