

## INFORMATION TECHNOLOGY DIVISION MEETING

January 13, 2010

Room 407B

Meeting Minutes

### Those in attendance:

Tom Ashby	James Bothwell	Haining Chen	Gary Dominguez
Tim Green	Doug Gregory	Al Heitkamper	John Helton
Haifeng Ji	Sara Mathew	Anita Philipp	Mike Reeves
Akram Taghavi-Burris		Mary Williams	

### Those not in attendance:

Mary Grace Berkowitz  
George Maxwell

Dean Ashby began the meeting by informing everyone that Room 120 had new furniture installed and that a new shipment of computers had arrived and will be installed shortly. The computers in 120 are the first batch of computers that no longer have a floppy drive.

Dean Ashby reminded everyone to be sure to get their Health and Safety Training out of the way for each quarter. The one that is required this quarter, even for lab staff, is the Hazardous Communications training. For those who attended the Adjunct Meeting this has already been completed.

Dean Ashby stated that the OACC is on Feb. 25<sup>th</sup> and 26<sup>th</sup> and if anyone wanted to attend, they needed to have their names to him by Jan. 20<sup>th</sup>, so that he could get them turned in on time. This OACC is being held at Rose State.

Dean Ashby discussed the Initial Attendance Reports, which are now completed through Mine Online, and he briefly explained how they work now that they are done online.

Dean Ashby asked that anyone making purchases in the Campus Bookstore please remember to turn all receipts in to the Division Office, so we can accurately maintain the bookstore budget. He also urged everyone to make sure their text books were in the bookstore and that they were the right books.

Dean Ashby informed everyone that there is now a Grade Report Task Force. The information gathered on this task force is not meant to be punitive but it is meant to be measured to help benefit the students through providing the possibility for faculty to improve their courses. Professor Heitkamper volunteered to be the faculty representative from Information Technology.

Greg Gardner stopped by to greet the faculty and welcome everyone to another new semester. He had a brief discussion about curriculum changes but agreed to return for an internal discussion where there would be time for a more in-depth conversation about the topic.

## **Committee Reports:**

Professor Helton reported that the College Benefit Committee will meet Friday to review/interview for new benefits companies.

Professor Mathew reported that the Instructional Administrative Procedures Committee met and reordered the process through which we handle plagiarism.

## **Other Issues:**

Professor Taghavi-Burriss mentioned that the Electronic Game Expo would be held on April 10<sup>th</sup>. She gave a brief overview of what the Expo is and invited everyone to come out.

Opening Day will be held on Jan. 16<sup>th</sup> but there will be no requirement for the division to show up since the divisions typically don't have the presence they do at the Fall Semester's Opening Day.

The meeting was then adjourned.