

INFORMATION TECHNOLOGY DIVISION MEETING
April 1, 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
Mike Reeves	Akram Taghavi-Burris	Mary Williams	George Maxwell	TC Coleman

Those are absent:

Al Heitkamper MaryGrace Berkowitz

First, the survey of Multimedia Classrooms' New Equipment was distributed for all on behalf of Tim Whisenhunt.

Dean Gibson first reported of Budget update. She shared with us that nothing but for new computers in classrooms (201, 206 and 211) and some in Student Computer Center was approved. Professor Helton will be a Department Chair of Computer-Aided Technology for the next fiscal year. Dean Gibson appreciates that he has been working just like a Department Chair for long time without the title.

Dean Gibson Scanning on Copier

- 1) LanSchool
- 2) Advising – please use attached form
 - a) Have not reported
 - i) January
(1) Tom Ashby, Tim Green, Doug Gregory, Al Heitkamper
 - ii) February
(1) Tom Ashby, Kathy Cupp, Tim Green, Doug Gregory, Al Heitkamper, Sara Mathew, Mary Williams
 - iii) March
(1) Tom Ashby, Kathy Cupp, Tim Green, Doug Gregory, Al Heitkamper, Haifeng Ji, Sara Mathew, Mary Williams
 - iv) April – choose 10 more from your list of Advisees
- 3) Testing Center policy on Student ID
June 2 – all student MUST have student ID to use Test Center
- 4) Supplemental Instructors
- 5) Catalog timeline
- 6) Faculty Recognition Luncheon

- a) Grants received
- b) Any outside recognition
- c) Presentation and Publications

7) Coordinator of Cyber Information Security

8) Computer Proficiency

9) Angel Migration

- a) Thursday meetings
- b) Workshops available

10) Committee Reports

Ashby	Information Technology Academic Advisory Committee (5/2009)
Cupp	Academic Outcomes Assessment Committee/Student Learning Council (5/2010)
Green	Disability Accommodations Advisory Committee (by request) President's Advisory Council (5/2009)
Gregory	General Education Committee/Student Learning Council (5/2008)
Heitkamper	Curriculum Committee (5/2008)
Helton	Student Retention Committee (by request) College Benefit Committee (5/2009)
Ji	Admissions Forgiveness Committee (by request) Faculty Development Committee (5/2008)
Mathew	Academic Outcomes Assessment Committee/Student Learning Council (5/2010) Instructional Administrative Procedures Committee (5/2009)
Philipp	Global Education Committee (5/2008)
Taghavi-Burris	
Williams	Academic Scholarship Committee (by request) ADA Support Services Committee (5/2009)

Deadlines/Events

- April 1 - Bookstore orders for August Intersession and Fall 2008
- April 2 – Canadian Valley Technology Center visits our campus
- April 4 – visit Chickasha High School
- April 9 – Faculty Recognition Luncheon requested information
- April 11 – SAM training 4th floor
- May 1 – names to Mary Turner for Supplemental Instructors
- April 11 – last day for division to submit changes on the database for Catalog 2008-09
- April 12 – Faculty Recognition Luncheon
- April 18 – Student Awards ceremony
- April 21 – proof the Catalog 2008-09
- April 29 – Faculty and AA Prof. staff meeting
- May 2- last date to request Supplemental Instructor for fall semester (Mary Turner)
- May 9 – Commencement
- May 10 – Spring semester ends

