

INFORMATION TECHNOLOGY DIVISION MEETING

April 6th, 2010

Room 407B

Meeting Minutes

Those in attendance:

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

Those not in attendance:

Dean Ashby started off the meeting by mentioning that he had sent everyone the Course Completion Task Force information and asked that if anyone had any comments on wording, format, etc. to let either himself or Professor Heitkamper know and they would pass along those comments and concerns.

Dean Ashby discussed the Academic Misconduct and Grade Appeal policy, stating that this policy is not meeting current legal qualifications and so it will likely go back to the IAPC for review. He briefly went over how the Grade Appeal process currently works and informed everyone that this could possibly change after the policy is reviewed by the IAPC.

Dean Ashby then introduced Darby Johnsen, and she talked about Supplemental Instruction. She explained what an SI was and what the qualifications were for a student to become one. She informed everyone that there was money available for SIs for the fall and spring but there was also money left over for instructors to have SIs for Intersession and for the month of June. She asked that everyone get their requests for SIs to her as soon as possible for Intersession or June, and she asked that for Fall and Spring, Professors have their requests to her by June 1st and November 1st respectively. She provided a sheet with additional information about the program.

Dean Ashby then talked about the agenda for the visitors from Mexico. He asked that everyone stop by and visit with them as their schedules allowed. He said they would be in the conference room most of the day, leaving at noon for a luncheon held elsewhere.

Dean Ashby informed everyone that the Faculty Appreciation Luncheon would be held on Monday, May 17. He stated that he was collecting the information for the folder of accomplishments and asked that everyone send him their information on workshops and conferences attended.

Committee Reports:

Professor Heitkamper reported that the Faculty Association is currently looking for new members and if anyone is interested in joining to let him know.

Professor Helton reported that the College Benefit Committee has sent out an email reminding everyone to sign up for the benefits again this year. He stated that the college will now be adding some additional features onto the Aflac plan and so there may be additional paperwork for anyone who uses that.

Professor Ji reported that the Faculty Development Committee was still working on the Master/Teacher Academy, which seemed to be receiving positive responses. He stated that they were also collecting suggestions and recommendations on how to better improve the New Adjunct Faculty Info-Fest from each division. This information will be summarized and then sent to Academic Affairs. He mentioned that they are also looking into candidates for the prep and planning week speaker.

Professor Mathew reported that the IAPC discussed the possibility of combining the text book and the supplemental text book policies into one, as per a request by the book store.

Professor Philipp reported that the Academic Scholarship Committee was reviewing applications from high school students, and she briefly mentioned a couple of available scholarships that instructors could mention to their concurrently enrolled high school students. She also reported that the Online Learning Committee had discovered a problem with student rosters being brought over when copying courses in ANGEL but stated that this problem should have been resolved with the last update. However, everyone should be aware of the problem and keep an eye out for the possibility of it reoccurring. She also talked about the committee's Online Success bookmark that was being generated to pass around on campus. Its purpose is to spread awareness and information to students about what Online Learning is and how to succeed in online courses.

Professor Taghavi-Burris reported that the Global Education Committee was still preparing for the Global Education Conference, which is scheduled to be held at OCC in October. They are still deciding upon events and speakers that they would like to be present.

Other:

The Oklahoma Electronic Game Expo and Multimedia Conference is scheduled for April 10th and Professor Taghavi-Burris has once again asked for volunteers for the event.

Dean Ashby announced that the new server equipment had arrived and that he had plans to set up the new server room in May or June. He asked for input on how everyone was using this server space now, so that he could make better decisions on how the new servers would be set up.

MaryGrace Berkowitz informed everyone that books are disappearing off the shelves in the library, so she asked that if anyone knows the location of any of these missing books, please let her know.

The meeting was then adjourned.