

**INFORMATION TECHNOLOGY DIVISION MEETING**  
**April 7, 2009**  
**Room 401**  
**Meeting Minutes**

Those in attendance:

Tom Ashby	Kathy Cupp	Gary Dominguez	Heather Erwin
Tim Green	Doug Gregory	Al Heitkamper	John Helton
Haifeng Ji	Sara Mathew	George Maxwell	Anita Philipp
Akram Taghavi-Burris			

Those not in attendance:

Mary Williams  
MaryGrace Berkowitz

Dean Ashby started off the meeting by informing all faculty members that they are not to lock students out of their classrooms. Doors may be locked but if students arrive late, they must be allowed to enter the classroom.

Dean Ashby announced that as a part of the new print shop initiative there will be a walk-up copier installed outside the print shop for after hours needs. It will be accessed with a code number that will be assigned at a later date.

Professor Cupp asked if we could get a large, professional grade shredder outside the print shop as well. Professor Helton suggested one that does cross-cutting if possible. Dean Ashby took note and said he would look into it.

Dean Ashby informed everyone that the Angel software would be upgrading from version 7.2 to 7.4 sometime after the spring semester ends. Though there is no specific date, it will be done before the summer semester begins. He told everyone that there will be some workshops coming up to explain the differences between 7.2 and 7.4.

Dean Ashby explained that the student computer center is being used for testing more and more, so it will be run more like the testing center now. There will be a consistent set of rules to make things easier for the lab supervisors and lab staff.

Mr. Reeves developed a set of forms to help organize how testing is handled in the isolated testing room in the student computer center. These forms were attached to the agenda and he asked that everyone look them over and make suggestions for improvement. He also asked that if faculty put out Angel tests in the testing room, that they please inform the lab supervisors and staff so they will be aware of what is available for students.

Professor Philipp recommended the form be amended to allow students to take a test even if there is not sufficient time left. Professor Helton suggested we create a waiver for the student to sign,

acknowledging that they will be held accountable if they are unable to finish the test in whatever amount of time is left.

Professor Heitkamper said that there needs to be a policy for resetting the computers after every test so that students cannot find completed files left behind by previous students and change the name and turn it the work in as their own.

Dean Ashby called for a volunteer to participate on the President's Award for Excellence Committee and Professor Taghavi-Burris offered to be that volunteer.

Darby Johnson dropped in to discuss supplemental instruction with everyone. The supplemental instruction deadline for fall is June 1<sup>st</sup> and everyone needs to have their requests in to Gary Dominguez by that date. She briefly explained what a supplemental instructor was and how the program works.

Supplemental instructors should:

- 1) be a currently enrolled student
- 2) be enrolled in at least one course **during** the semester they are working
- 3) not exceed 30 hours a week total (since students are now allowed to work in two positions at once, this is total time for both positions)
- 4) be a student who has previously taken and excelled in the class for which they are being the supplemental instructor

When you submit a request, the email to Gary Dominguez should include: the course title, the course number, the number of hours per week you would like the SI, the name of the student, and the student's email address. Pay is \$8.00 an hour for the first two semesters and \$8.50 for successive semesters. However, if a student is already holding a position at \$8.50 and they decide to become a SI for the first time, they will then receive \$8.00 for **both** positions. She would also like to know how many students are assisted by the SI, so if the SI is present during class, please keep a record of student attendance to provide to Darby Johnson. If the SI has a session in the lab or elsewhere outside of class, have them keep a record of how many students they assist.

### **Committee Meeting Reports:**

Dean Ashby reported that the Information Technology Academic Advisory Committee met and discussed the Angel update. Bill Hill explained to the Committee that there is a new podcast studio and though there is not much advertising for it yet, it is currently working and available. There is already a website set up for the podcasts at [www.occc.edu/podcast](http://www.occc.edu/podcast) with links for all divisions. If you are interested in producing podcasts, there is a link on the website where you can set up an appointment to get started.

Professor Cupp reported that the Academic Outcomes Assessment Committee is now in charge of doing reviews for self-study for other departments.

Professor Green reported that the President's Advisory Council met and discussed the budget. Professor Taghavi-Burris reported on the details. She said that they discussed the budget process for the next fiscal year and provided information that showed what budget requests were made by each division and what those were. They also discussed their annual plan and the draft of where the money will come from.

Professor Helton asked about the lease on the elementary school and Dean Ashby reported that the lease was still undergoing some legal work, which would have to be completed before anything official would be announced.

Dean Ashby announced that Professor Green is coming off the President's Advisory Council and so he would need a volunteer to take that seat.

Dean Ashby asked that all CS faculty members check the course schedule, as names are now posted next to classes, and inform him if there are any mistakes. He also asked faculty to send him the names of any conferences, wow sessions, grants received, etc., so that he has the appropriate information for faculty recognition.

Dean Ashby also reminded everyone that Saturday the 11<sup>th</sup> is the date for the Oklahoma Electronic Game Expo in the Student Union, April 17<sup>th</sup> is the date for the student awards ceremony, and that May 8<sup>th</sup> is the date for Commencement. Due to scheduling, Graduation will be held one week before classes actually end.

The meeting was then adjourned to allow students into the room to begin a class.