

INFORMATION TECHNOLOGY DIVISION MEETING
September 4, 2007
Room 407A
Meeting Minutes

Those in attendance:

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

Those absent:

Sara Mathew - excused

Dean Gibson opened the meeting at 12:30.

First, Dean Gibson introduced Nina Smith, Professor of English and Honors Program Coordinator. She gave us a presentation on the Honors Program.

Dean Gibson asked the faculty to sign up for an appointment for Development Plans. The sign-up sheet is at Kay's desk. She asked to be sure to hand in the draft 48 hours prior to the meeting, which includes a report summary and outcomes for FY07, and goals and expected outcomes for FY08.

Institutional Review Board Procedures Policy was handed out. Dean Gibson wants everyone to understand that anytime research is done with human subject, it must be reviewed and approved by the board.

Dean Gibson reminded everyone that Outcomes Assessment Reports for FY07 is due this month.

TC apologized that the delay to provide the list of the contacting advisees for this month was due to the Datatel problems. She explained the criteria to choose advisees this month; students who are close to graduate and have not enrolled in any classes this semester. From the result of August, we found out that there are many students whose address/phone numbers are not current. She asked faculty to remind students to update MineOnline, and also let her know if the different (correct) information are given by any chance.

Professor Gregory then asked how much information we should give to their parents if the students are not available. Dean Gibson answered that the grade is the only one confidential information.

Dean Gibson shared with us that Opening Day was successful with a great amount of attendance from our division. She thanks to all who attended.

Committee Reports

Professor Ashby reported from the Information Technology Academic Advisory Committee. Changing our E-mail system to Outlook is coming but it will be an indefinite delay. The committee needs to review User ID and passwords. Angel is installed. Pilot group, which Professor Philipp and Professor Williams from our division will have meetings and trainings in this fall and will have sections in Spring 08. The training for rest of the faculty members will be in spring, then switching over from WebCT to Angel will take place in May Intersession 08.

Dean Gibson reminded the deadlines; Tech OCC Review Paperwork is due on October 1, which Professor Ashby and Professor Helton are very diligently working on. The most important one is that Faculty development plan needs to be provided by the end of the month.

Lastly Dean Gibson mentioned that 43 students already have declared majors in CS /CAT in this semester, which number is almost half of the Fall 05.

The meeting was adjourned.