

INFORMATION TECHNOLOGY DIVISION MEETING
October 2, 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	Sara Mathew	Anita Philipp	Mike Reeves
Akram Taghavi-Burris	Mary Williams	George Maxwell	MaryGrace Berkowitz
TC Coleman			

Dean Gibson opened the meeting at 12:30.

Dean Gibson first celebrated our accomplishments; Development Plans are all completed, Outcomes Assessment Reports FY07 is also completed, and Opening Day was well attended.

Dean Gibson told that the meeting with Academic Advisors will be on October 4, 10:00 am at the Business and Finance Conference room. The agenda of the meeting and the supporting document for who will be attending the meeting are provided. She explained what we need to clarify along with the packet which will be provided to academic advisors at the meeting; the differences of our degree programs and Tech centers' ones.

Dean Gibson asked the volunteer for each focus group of Achieving the Dream, the following professors are assigned.

Group 1 Professor Helton – Wednesday, October 24th 12:00 – 1:20 pm

Group 2 Professor Philipp – Wednesday, October 24th 4:00 – 5:30 pm

Group 3 Professor Ji – Thursday, October 25th 9:00 – 10:30 am

Group 4 Professor Heitkamper – Thursday, October 25th 2:00 – 3:30 pm

She also mentioned to check the college web site for this subject.

Professor Williams and Professor Philipp shared the information about Angel Migration from the first training they attended on past Friday.

Dean Gibson mentioned everyone that ABET visitation will be on Oct. 14 through 16. Four committee members are visiting on campus as well as Technology Centers. They would visit SCC and CAT class, she wants to make sure that SCC staff aware of the visitation.

Dean Gibson informed a couple of due dates;

Technical Occupational Reports (Professor Ashby and Professor Helton)

- Due to Dean Gibson Oct. 10
- Due to Dr. Harrison Oct .15

Five year Assessment Plans

- Due to Dean Gibson Oct. 28

Dean Gibson mentioned the Dove Academy students are visiting us on Oct. 16, 3:00 pm. We will have 30 minutes for presentation about our degree programs and tour our facility.

Institutional Review Board Policy

- b) Anytime research is done with human subject it must be reviewed by board
 - c) Meet 2nd Friday of each month
 - d) Paperwork due to Janet Perry 2 weeks prior to meeting
- 2) Strategic Plan
 - a) Leadership Team will be writing FY09 initiatives this month
 - b) Please give input to Tom, John, Gary or Vicki
 - 3) High School visits
 - 4) Fall/Summer schedule
 - 5) Copy machine
 - a) Access codes
 - 6) Testing Center
 - a) Faculty Test instructions
 - 7) CATS club update – Akram
 - 8) Program Director Cyber Security
 - a) Tom Ashby – Chair of the committee
 - b) Need volunteers for committee
 - 9) Course Equivalency meeting - Kathy
 - 10) Contacting Advisees - TC
 - 11) Curriculum changes for Oct. 25??
 - 12) Books and the new law – Oklahoma Statutes Section 3241.2 of Title 70
 - a) Bookstore will have to stock “Bundled” items separately as well as bundled
 - b) Sample or instructor copies of Instructional materials cannot be sold
 - 13) HLC has formally approved the ability of OCCC to offer distance delivery of degree programs without prior Commission approval. The Institutional Actions Council approved this on August 27, 2007 and the Commission Board of Trustees validated that action on September 10, 2007.
 - 14) 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

Oct. 3 – Centennial Mosaics Project Dedication
 Oct. 4 – Meeting with Academic Advisors
 Oct. 4-5 Global Education Conference – Murray State
 Oct. 8 – Curriculum forms to Vicki
 Oct. 10 – Tech Occ reviews to Vicki
 Oct. 15 – Tech Occ reviews to Brenda
 Oct. 15-16 ABET committee visitation
 Oct. 16 - Dove Academy visit on campus
 Oct. 16 – Mid-fall begins
 Oct. 24 – ATD focus groups
 Oct. 25 – ATD focus groups
 Oct. 25 – Curriculum committee considers IT proposals
 Oct. 28—Final Five Year Assessment Plans due to Vicki
 Nov. 1 – System wide faculty transfer curriculum meeting (Anita)
 Nov. 9 – Last day to W from 16-wk classes
 Nov. 9 – Women in Higher Education UCO
 Nov. 16 – Centennial Day (no classes)
 Nov. 20 – 24 – Thanksgiving & Fall Break
 Dec. 15 – Fall semester ends

DECLARED MAJORS

	Fall 05	Fall 06	Fall 07
Computer-Aided Design	10	15	1
Multimedia	7	6	1
Game Design			1
Management Information	14	15	4

Systems			
Computer Science OU	9	8	9
Computer Science UCO	5	13	2
Programming Emphasis	5	7	3
Computer Systems Support	10	15	6
Computer Networking Support		1	5
Web Design and Development	8	5	5
Cyber Information Security	12	14	11
Database			
Diversified Study		2	
Total	80	106	47