

INFORMATION TECHNOLOGY DIVISION MEETING

October 7, 2008

Room 407B

Meeting Minutes

Those in attendance:

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

Dean Gibson discussed the popularity of the 8 week courses and urged professors to change a pre-existing course to an 8 week course if they had one that would still work with the short time constraint.

Dean Gibson congratulated Professor Ji and Mr. Reeves for being selected for the Leadership Oklahoma City Community College program. Mr. Reeves reported that they met, greeted each other, and ate together at their orientation. At their first meeting, he said that Dr. Sechrist spoke to them about Achieving The Dream and they all took the Myers-Briggs personality survey. Dean Gibson said we would be getting monthly reports from the Mr. Reeves and Professor Ji and urged others to look at participating in the LOCCC next year.

Dean Gibson mentioned the OCCC Online Journal for the CLT and talked about the challenge of getting people to submit to it. She provided the URL in the meeting agenda and reminded everyone to read the submission guidelines online before submitting any articles. The first issue is due out in November.

Dean Gibson commended Professor Helton for his involvement with the Print Shop and helping them fix a problem they were having with formatting issues. She urged everyone to return inadequate jobs to the print shop to have them corrected rather than handing them to students with errors. The print shop will be more than happy to redo the job before your class.

She discussed the print shop's achievements:

- 60% of impressions made
- Departments ordering less paper and saving money
- Success and convenience of electronic job submissions
- Ability to digitize static documents (digitizing is only scanning documents)
- Coming Soon: production printer to be located outside print shop for walk-up jobs
- Color Jobs much cheaper than through department printers

Dean Gibson reminded everyone to reach the Division Goal in terms of Contacting 5 Advisees per month.

Dean Gibson brought attention to the Student Computer Center survey and asked if anyone had anything to add/change about it. She said they would later be asking everyone to have their students fill it out to get some helpful feedback. She asked that the survey be looked at in department meetings and returned to Mike by October 22nd.

Dean Gibson briefly discussed the following:

- The dedication for the new Bruce Owen Theatre to be held on December 4th
- The Library has recently repainted some of their walls and we should avoid taping anything on these walls, as the tape strips the paint when removed
- The Laser Disk Players are to be removed from all classes due to lack of use
- The Program Assessment Plans are due by October 29th
- The Curriculum Committee will be holding their Program Review meeting on January 29th
- The Shelter-in-Place Drill will be held sometime this fall.
 - You should discuss the drill procedures with your students and be sure that they know what to do and where to go.
- The Center for Learning and Teaching has provided a faculty survey.
 - Please fill this out and return it to either Peggy Jordan in the CLT or to Professor Ji.
- Faculty Development Grants are now available.
 - They are due to Dean Gibson by October 31st
- Concerning the Investment Task Force, be sure to attend all 3 ING sessions. You should also call early for your Individual Appointment, as slots will be filling up quickly.
 - The Investment Task Force will now be known as the Investment Committee and have planned to meet twice a year on your behalf
 - By January 2009, OCCC will not be allowed to send money to any account that is not ING
- The New Advisor Resource Guide is now available and if you would like a printed copy, please contact Liz Largent.

○ Committee Reports

Professor Ashby reported that the Information Technology Academic Advisory Committee is working on setting up Angel groups for organizations, task forces, and possibly SII. He talked about issues with GroupWise and emails not going to the proper location and the solution being to check your distribution lists and make sure the addresses do not contain the words “GroupWise.” He mentioned the several requests for technology support at the desktop level and the trouble with the aging computer population. Also, in the Angel system, supplemental instructors can be entered but they have 100% control and they have to sign confidentiality documents.

Professor Heitkamper reported that the Curriculum Committee had a discussion about whether or not the committee should rewrite degree plans during meetings.

Professor Philipp reported for the Academic Scholarship Committee, the ATD Leadership Committee, the ATD Online Success, and the Online Task Force. She said they were trying to get students involved in ATD initiative and had plans to have focus groups for online students and faculty at the end of October or Beginning of November.

Professor Taghavi-Burris reported for the Global Education Committee and the Gen. Ed. Assessment Team – Public Speaking. For Public Speaking, she said they had agreed the original outcome components were okay and they added the component of Formal Presentation. They also plan to start contacting faculty for assignments.

Dean Gibson also reminded everyone of the upcoming Deadlines and Events:

Oct. 16-17 – Faculty Association Scholarship Garage sale fundraiser

October 21 – Health Professions Center dedication

October 29 – Program Assessment Plans due to Vicki

December 4 – Dedication of The Bruce Owen Theater

February 29 – tentative dedication of Visual and Performing Arts Center