

INFORMATION TECHNOLOGY DIVISION MEETING
November 3rd, 2009
Room 407B
Meeting Minutes

Those in attendance:

Tom Ashby	James Bothwell	Haining Chen	Gary Dominguez
Heather Erwin	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:

TC Coleman
MaryGrace Berkowitz

Dean Ashby began the meeting by announcing that the Division of IT will have their turn with the Curriculum Committee this month, and that only Professor Heitkamper had any paperwork to be turned in.

Dean Ashby then informed everyone that we had received the Holiday Greeting Cards from Institutional Effectiveness. He asked that these be passed around and everyone sign in a timely manner for their department.

Dean Ashby continued to explain that the “Never Attended Report” will go to MineOnline in the Spring. He gave a brief description about how this could be accessed online and how it would function.

Dean Ashby announced that the Sexual Harassment Prevention Training needs to be completed before December 19th, and that each supervisor would have a list of those that still needed to do it.

Dean Ashby told everyone that the SIIs have been delayed and so instructors will have three weeks to complete it after they do receive them.

Dean Ashby mentioned the Division Holiday Luncheon, scheduled for December 1st, and said that it would be a pot luck event this year. He said there will be a sign-up sheet in the Division Office, and he asked that everyone stop by and sign up.

Gary Dominguez announced that there is enough money for three new SI’s for Spring, so if anyone is interested in requesting an SI for their course, they could come talk to him about it.

Committee Reports:

Professor Williams reported that the ANGEL/Datatel Integration Task Force met and announced that the pilot seemed to have been well received. The largest issue they’re still facing is that when using the publish tool, if you click onto the next page without saving on each individual page, it will lose all the data entered on that page.

Professor Taghavi-Burris announced that the Global Education Committee is working on the organization for the Global Education Conference that is scheduled for 2010. She also reported that the President's Advisory Council met and addressed a recent article in the newspapers that focused on why it takes students longer to graduate from OCCC. It was explained that students at a community college are often adult students or students that may have things going on in their lives that might prevent them from being able to commit as a full time student. However, it was stressed that many of these students do, in fact, graduate, and that this was something not addressed properly in the article.

Professor Philipp reported that the Online Learning Committee had officially recommended "Best Practices for Online Courses" and it would now find its way to the Dean's Council for review. They also discussed the time-frame for mailing out notifications of online enrollment to students, and decided that the time-frame was too broad. It was narrowed to sending the first letter out a week before the semester began and the second letter a week after the first day of the semester.

Professor Ji reported that the Faculty Development Committee is working on the schedule for the Spring 2010 Prep and Planning week. He said they also discussed possibilities for the Fall 2010 Prep and Planning Week schedule. He also reported that the Gateway Course Success ATD Implementation Team has been looking at the faculty members with the highest success rates and reviewing similar teaching methods.

Professor Helton reported that the Faculty Development Grant Committee met, reviewed their requests and their available budget and then set their priorities accordingly. The information will be forwarded to Dr. Aquino and Mr. Gardner and then faculty members who are receiving grants will be notified.

Professor Gregory reported that the General Education Committee had met and they approved two new courses for General Education. He briefly explained what criteria a course must meet in order to be considered as a General Ed. course.

Professor Green reported that the Academic Outcomes Assessment Committee met and invited Joann Cobble to speak about EMT and Nursing. He said they should have a website up soon that will show how each division is faring in regards to outcomes assessment.

Dean Ashby reported that the Information Technology Academic Advisory Committee met for the first time. The ANGEL server will now be shut down every day at 2:30 AM for maintenance purposes. He stated that there was a patch that was scheduled to be released in October to fix several issues, but we have not yet received that. They're working to resolve that. He also reported that the library had made a request to have one of the "nuggets" in ANGEL linked to the library's website and possibly have Wikipedia removed as a "default nugget."

Dean Ashby then reminded everyone that the National Game Day would take place on November 14th, the College Holiday Reception would take place on December 10th, and that the last day of the Fall Semester would be on December 19th.

The meeting was then adjourned.