

**SCIENCE AND MATH
DIVISION MEETING MINUTES
November 6, 2007**

PRESENT:

Tamara Carter	Julian Hilliard	Charles Nunley
Marsha Austin	Carl Hirtzel	Dave Palkovich
Bruce Bailey	Greg Holland	Raul Ramirez
Kristy Bailey	Gary Houlette	Ron Scribner
Brenda Breeding	Virginia Hovda	Steve Shore
Lisa Buckelew	Fabiola JaniakSpens	Tad Thurston
Paul Buckelew	Steve Kamm	Richard Trout
Roger Choate	Steve Kash	Mike Turegun
Betty Coleman	Linda Knox	David Wiggins
Courtney Dodd	Jay Malmstrom	Sonya Williams
Ernest Gobert	Judy Mee	Changjiang Zhu
Ken Harrelson	Janet Mitchell	Cheryl Wolfe(mins)
B.J. Higgins	Charlotte Mulvihill	

GUESTS:

Stu Harvey
Ed Williams

INFORMATION ITEMS/DUE DATES FOR THE SEMESTER

Program Assessment Plans were turned in on time.

Department meetings will be NEXT Tuesday, November 13th because of our regular department meeting falls over break.

Curriculum Committee reviews our proposals on November 15th in Library 407 at 3:00 p.m. Tamara will not be there. If you have put forward a proposal, please be there.

Division Pot-luck will be December 4th during the division meeting. Please sign up in the workroom.

IRB meets the 2nd Friday of each month. Submissions are required to be submitted at least 2 weeks prior to meeting in order to be considered for full review.

Information regarding research involving non-human animals
http://grants.nih.gov/grants/olaw/faqs.htm#App_3

EVALUATION BY INSTRUCTOR

Evaluations must be on file stating "here's how we're evaluating" in writing. These must be in Catherine Kinyon's office. To enroll in special classes, it must state "by evaluation of instructor instead of "by permission of instructor".

MINIMUM COMPETENCIES

See handout.

ANGEL MIGRATION UPDATE - Dennis and Mike

Learning Repositories - there is a file and link to it. You will not have to change links. There will be program terminology to automatically send notice to students if they did not do well on a test or absence in class. This can be incorporated into the classroom. They are not yet able to be migrated with datatel. Students will still have to pre-register on Angel.

SUPPLEMENTAL INSTRUCTOR HIRING PROCESS - Mary Turner

If faculty had a supplemental instructor this semester and want one for next semester, email Mary. If faculty want one and never had one, contact Mary by the end of November or beginning of December. There are several references for information such as a procedure's manual, information book, documentation of who comes to sessions each time, demo CD.

ACHIEVING THE DREAM - Stu Harvey

They are looking at a lot of data right now. This is a 5 year commitment. There are 4 areas they are looking at: Access; Preparation; Student Success; Graduates. Faculty can check on Achieving the Dream by clicking on the link on the Homepage. This is a planning year. They will have initiatives by mid-March. Some goals for education are: developing educational course competencies; entry level competencies; all course competencies; persistence retention and graduation. There are challenges at all levels. One thing they are looking at is the expected family contribution, such as financial aid and high failure rate. They will also be looking at outcomes by instructor; statistically significance as well as practical significance; adjunct/fulltime faculty failure rates. They will be turning a lot of information over to faculty to find out what to do.

COMMITTEE REPORTS

PAC - Steve Kash reported they will be looking at Monday of Thanksgiving break - should this be a holiday or class day. Students were also present to discuss the need for a fall break in October.

Faculty Association - Raul reported there was discussion regarding additional training for safety. Suggestions included being mandatory to have something put in the syllabus or posted next to the phones. Any feedback should be reported to Raul. For weather warnings, all sirens go off in the City even if the severe weather is far away from the college. This is a city policy. This has been discussed and they are trying to break it down.

Honors Council - they will be meeting soon.

OTHER

Fleming Scholarships and stipends for science students.

Assessment week - February 25-29

- ACT Student Opinion Survey
- Assessment Fair
 - o What do you want to display
 - o They are working on a common poster style to make this easier for us.
 - o Cafeteria Presentations - What can you present?
- Internships
 - o Greater Grads Program through Oklahoma City Chamber of Commerce
 - o Info for students November 7th in CU3
- All Employee Holiday Reception - Thursday, December 13 from 12:00-1:30 p.m.

Gary thanked Julian, David and Greg for driving on his field trip - it was a successful trip.

Broken chairs and ends of tables need to be set aside in classrooms.

Meeting adjourned.