

**SCIENCE AND MATH
DIVISION MEETING MINUTES
April 1, 2008**

PRESENT:

Dennis Anderson	Carl Hirtzel	Chris Oehrlein
Marsha Austin	Greg Holland	Dave Palkovich
Bruce Bailey	Gary Houlette	Raul Ramirez
Kristy Bailey	Fabiola JaniakSpens	Sherry Ray
Brenda Breeding	Steve Kamm	Steve Shore
Lisa Buckelew	Steve Kash	Tony Stancampiano
Paul Buckelew	Linda Knox	Tad Thurston
Tamara Carter	Gail Malmstrom	Richard Trout
Roger Choate	Jay Malmstrom	Mike Turegun
Sharon Coffman	John McMurray	David Wiggins
Betty Coleman	Judy Mee	Sonya Williams
Courtney Dodd	Cassandra Meek	Changjiang Zhu
Ernest Gobert	Janet Mitchell	Cheryl Wolfe(mins)
Ken Harrelson	Charlotte Mulvihill	
B.J. Higgins	Charles Nunley	

GUESTS:

Ed Williams

INFORMATION ITEMS

Bookstore orders for August Intersession and Fall 2008 are due today, April 1.

Information for Faculty Recognition Luncheon is due to Max by April 9.

Supplemental Instruction nominations for the fall need to be turned in to Mary Turner by May 1.

BUDGET UPDATE

Max says he is expecting the same appropriations as last year. There would be a 6% increase in tuition which would allow us to replace faculty, but no new faculty. This should also include a 3-3½% raise.

HIRING UPDATE

There are three hiring committees at the moment: Math - they have selected 8 interviewees and will begin on Friday; Coordinator of Development Math - the application process will close on April 7; Engineering Nanotechnology - there are 4 applicants and committee will meet on Thursday.

There will be two new full time positions associated with the Clinical Research Grant: Outreach Coordinator and Academic Coordinator which will be a faculty position. There will be committees formed for both of these.

Paul Buckelew is on the committee to hire the new Associate VP for Academic Affairs. They have made their selection of interviewees and will begin the interview process soon.

Max was on the Dean of Social Science search committee. They have wrapped up and have sent 3 names forward to Dr. Sechrist.

Alexis Black has resigned; her last day will be April 24. A committee will be formed to replace her. This is of special interest to our division because of all the grants written and received.

Jacquie Sherrard has resigned and will be working for Mark Davis, VP for Business and Finance.

UPDATE ON OUTLOOK EXPRESS

The initial plan was to change over to Outlook mid-April. The transition will now take place over the summer. There will be training the third week of April, hopefully before the end of semester business. There will be more training during plan and prep week in the fall. The main difference from Groupwise is the calendar. If you are presently having trouble getting email, email Max and he will forward those on to Dr. Aquino who will forward them on to Jim Rhea. There is a pilot group from each division using the Outlook program, but there is currently no one from Science/Math. Groupwise book automatically goes into Outlook once the switch has been made, although anything archived does not migrate. If students send work in through Office 2007, a patch will have to be downloaded to your computer.

NEW TEST CENTER ID POLICY

Beginning the first day of the summer semester, all students will have to have an OCCC ID. It will be scanned upon entering and scanned when test is completed. An information sheet has been put in all faculty mailboxes. Please stress to adjuncts to inform students.

CLASSROOM MEDIA

The survey taken last month was taken before faculty were able to check out the media equipment. The option was given to take the survey again, now that faculty have had a chance to see what they're dealing with. Funds which were allocated to IITS for replacement costs has been re-allocated to fund the new AH Building and Health Professions building. Replacements will now have to be funded through division money. Greg inquired as to where the computers are for the engineering classrooms. Max will be checking on where they are and why they haven't been installed. He will also be checking with the Architect as to where they are with the engineering lab remodel.

COMMITTEE REPORTS

Courtney reported on the Curriculum Committee. Changes are being made to where classes requiring instructor permission must state "By evaluation of Instructor" instead of "By permission of instructor". Changes to nursing and chemistry were discussed. Changes discussed were the deletion of Math for Health Careers and requiring Principles of Chemistry. This would also eliminate MID and be replaced with regular Microbiology.

Charlotte reported on the Professional Development Leave committee. Only one applied, Ruth Charnay and she was granted leave. This was not advertised so that is why there were no applicants. This will be advertised in the fall.

Ernest reported on the Gen. Ed. Committee. Full-time faculty teaching ratio of lower level classes were discussed. Two proposals were sent to Dr. Aquino. This is the last year for CAD. The student opinion surveys will still exist.

Mike reported on the Angel Migration Committee. There will be four times scheduled for training this month. As of this summer, all online classes will be using Angel instead of WebCT. It is more user friendly and more intuitive.

Raul reported on the Faculty Development Committee. Trish is going back to teaching full time, so the Director of CLT will be open. It's a three year term.

OTHER

There is a golf tournament scheduled for the Friday of the last week of classes. It will be a four person scramble - those interested, see Raul.

The Geology field trip is scheduled for April 12th.

The Engineering Club will be selling Earth Day t-shirts.

Meeting adjourned.