

**SCIENCE AND MATH  
DIVISION MEETING MINUTES  
April 4, 2006**

PRESENT:

Max Simmons	Carl Hirtzel	Cassandra Meek
Dennis Anderson	Greg Holland	Charles Nunley
Marsha Austin	Gary Houlette	Dave Palkovich
Kristy Bailey	Steve Kash	Sherry Ray
Paul Puckelew	Steve Kamm	Steve Shore
Tamara Carter	Linda Knox	Tony Stancampiano
Sharon Coffman	Paul Lewis	Tad Thurston
Betty Coleman	Jay Malmstrom	Richard Trout
Courtney Dodd	Jim McKenna	Mike Turegun
Ernest Gobert	John McMurray	Cheryl Wolfe(mins)
B.J. Higgins	Judy Mee	

GUESTS:

Jay Ramanjulu  
Ed Williams

**INFORMATION ITEMS**

Program reviews were turned in February. Comments have come back from faculty readers with only minor changes - grammar or organization. The final meeting will be with Brenda Harrison. There were no comments regarding the Chemistry reviews - they passed right through.

There will be a mock terrorist anthrax attack on OKC on April 26 and OCCC is a simulated immunization site. There will probably be disruptions due to this.

OCCC is partnering with Moore Public Schools to hold a Gifted and Talented summer camp for 7<sup>th</sup> & 8<sup>th</sup> graders. This will be held at the end of the summer semester. If you are interested in attending a meeting regarding this, it will be on April 7<sup>th</sup> at 2:30 p.m.

Tuition fee waivers will be returning to the old procedure.

Max handed out a syllabus checklist and process for Fall 2006. It concentrates on the course competencies or learning objectives. Importance must be stressed to adjuncts regarding this.

It is time to gather data for the program outcomes and output analysis.

## **TODD CENTER UPDATE**

Entry 14 will be closed for the next four months to update for the handicapped. Any structural problems will be fixed. They are now laying the plumbing for the BIO lab. Most of the duct work is up. Rails for the stairwells are in. Max spoke with Larry, the construction manager regarding the accelerated completion of three faculty offices so we can accommodate new faculty. We are still 3 ½ to 4 months ahead of schedule. It may be occupied by summer of 2007. Eddie will hold a tour when one is needed.

## **COURSE EXPECTATIONS FOR ADJUNCTS**

It was proposed to have a list made up for expectations for adjuncts for each course. It can be general, but mostly specific. The adjunct will have to sign and it will be put with their contract. This will be done every semester. It was also suggested to have a training class for adjuncts - department by department. This could possibly be filmed so adjuncts could view it. There are very few bad adjuncts, mostly good ones and the problem is not with the new teachers, but the one's who have taught elsewhere.

## **SII UPDATE**

Max handed out a list of current questions and comments on SII's. With this current set up, all Max can tell is if someone is doing really bad - it's not quantitative.

## **COMMITTEE REPORTS**

PAC did not meet, but if there are any concerns, email Paul Buckelew.

The Faculty Development Make It Bake It sale is May 3.

The Pre-Calculus course passed through the Gen. Ed. committee. Make sure it gets into the catalog.

## **OTHER**

Curriculum revisions need to be emailed to Jim DeChenne and carboned to Max. Approved curriculum changes go to Brenda Harrison. Those approved curriculum changes need to be changed in the catalog. The first set of changes were sent in yesterday.

Tim Whisenhunt suggested to Max to put lab videos in IPT format and streaming them over the web. This would require minimal effort. Feedback was positive from faculty.

Max reported that search committees were being put together for the Phys, Bio, and Chemistry faculty positions. Thanks to those who volunteered. It is also possible that Charlotte will receive a NIH grant which will pay her a large amount to do grant work. She then would spend all her time in that position which would mean that Dr. Sechrist would approved a new position for her, Director of Advanced Technology Education. A new person would then be hired for Biotechnology.

Jay Ramanjulu handed out a list of available books in the library.

Mike stated a faculty representative is needed for the Online Task Force.

Meeting adjourned.