

**SCIENCE AND MATH
DIVISION MEETING MINUTES
Apr. 6, 2010**

PRESENT:

Dennis Anderson	Ken Harrelson	John McMurray
Marsha Austin	B.J. Higgins	Janet Mitchell
Bruce Bailey	Julian Hilliard	Charles Nunley
Kristy Bailey	Carl Hirtzel	Christine Peck
Daniel Benton	Greg Holland	Raul Ramirez
Brenda Breeding	Gary Houlette	Sherry Ray
Lisa Buckelew	Virginia Hovda	Ron Scribner
Paul Buckelew	Fabiola Spens	Steve Shore
Tamara Carter	Steve Kamm	Max Simmons
Roger Choate	Steve Kash	Tony Stancampiano
Betty Coleman	Linda Knox	Mike Turegun
Courtney Dodd	Kim Kyker	Changjiang Zhu
Dale Duke	Gail Malmstrom	Sonya Williams
Ernest Gobert	Jay Malmstrom	Cheryl Wolfe (mins)

GUESTS:

Darby Johnson
Jay Ramanjulu
Ed Williams

SUPPLEMENTAL INSTRUCTOR PROGRAM - DARBY JOHNSON

Darby handed out an information sheet to all faculty. Requests are to be in by June 1st. Science request should be emailed to Darby Johnson with a cc to Sonya Williams; Math request should be emailed to Dale Dule with a cc to Tamara Carter.

INFORMATION ITEMS

The Faculty Association Scholarship "Make It Bake It" sale is April 6th.

The Faculty Recognition Luncheon is May 17th. Max requested information for the luncheon. This year, travel to conferences will be included even if you did not present.

15-40% of people who begin the admission process at OCCC never actually enroll (depending on admission type). Testing is a factor.

Max asked faculty to please familiarize yourselves with the new signage on the buildings, specifically the Entry numbers. Problems include the map online - it has not been updated; new signs are not

visible from the parking lot; signs inside the doors do not coincide. There are also problems with classroom signs - there are two 1C1's and 1D4's.

Faculty are asked to please clean up "I"s from last semester. They no longer automatically convert to "F"s or any other default grade.

COURSE COMPLETION REPORTS PROCESS COMMITTEE

Max handed out the 3rd draft of the completion process. Please send any comments to Ernest or Max.

GRADE APPEAL AND ACADEMIC MISCONDUCT PROCEDURES

Currently, the grade appeal process is as follows:

- Talk to instructor.
- Formal appeal to Max.
- Recommendation to instructor.
- If needed, student may appeal to a group.
- Recommendation from VP of Academic Affairs.

New procedure:

- Language added to forbid electronic conversations.
- No separate academic misconduct procedure (e.g. if a student cheats on a test, they do not have to wait until the end of the semester to appeal.) Academic misconduct needs to be addressed immediately.
- Grade appeal now is not a due process. This needs to be changed. An outside committee should have the final decision.

SUMMER FACULTY ADVISING PROGRAM

No one from Science/Math has volunteered. They have specifically asked for Pre-Engineering and Pre-Allied Health advisors.

COMMITTEE REPORTS

Max reported on the Emergency Communication Task Force. They have met two times and the overall opinion is that the written policies and procedures are pretty good. We now have outside speakers; there are not enough 911 IP phones; 2-way radios are needed; fire alarm has been set off by lightening which needs to be fixed.

OTHER

The Geology field trip is April 24th. Gary stated he needs more drivers - if interested please let him know.

May 1st is the Engineering cookout

Meeting adjourned.