

**SCIENCE AND MATH
DIVISION MEETING MINUTES
August 16, 2006**

PRESENT:

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

GUESTS:

Jay Ramanjulu

WELCOME, INTRODUCTION AND STORIES

New faculty: Janet Mitchell, Raul Ramirez, David Wiggins and Changjiang Zhu

INFORMATION ITEMS

Enrollment Update:

APPM -8.8%	ENGR +5.7
ASTR -9.7	MATH -11.2
BIO -2.9	PHYS -1.7
BIOT +44	S/M -7.6 = 682 students in 389 sections
CHEM -12.4	Institution: -9.3
GEOL -5.8	

Tuition Fee Waivers are due August 18th - We didn't use all our hours last semester. Students who list just Nursing versus Pre-Bach Nursing seem to fall thru the cracks. We need to think about the funding criteria for nursing. OU is constantly changing their requirements. We could possibly serve on an advisory board for new programs so we stay informed. Diversified Studies student applications are sent to Arts and Humanities. Having a new pot for Pre-service Math and Science teachers was discussed.

Outside Employment forms are due by August 21st.

Travel Requests are due September 5th. \$500 per faculty to attend or present.

This year's faculty development plan is due September 5th. Conferences will be scheduled in September thru e-mail or a relaxed atmosphere meeting.

Program Assessment Reports are due October 2nd. Data should have been collected in the Spring.

Program Assessment Plans are due November 1.

Curriculum Changes are due October 26th. They will then go to John Boyd. Possible curriculum changes: Greenhouse Biology class and a Geology class, Teaching on the Rail.

RCS Courses for credit will be offered beginning Spring 2007.

OCCC will be offering courses for AAS degrees at partner campuses to attract student in certain areas.

Mandatory Sexual Harassment Training:

- Must be completed by everyone on campus, including workstudy students.
- There is a presentation Friday at 8:30 a.m.
- There will be multiple presentations through WOW series through the fall.
- Faculty (adjunct and full-time) are considered supervisors and must complete this training once a year.
- When you attend, send an email to Cheryl or Max.

TODD CENTER UPDATE

The framing is 95% complete. Drywall is 2/3 complete. Ceilings will be installed next week.

SYLLABI REVIEW/COURSE EXPECTATIONS FOR ADJUNCTS

Max handed out the Syllabi Checklist form which all instructors need to turn in along with a current copy of their syllabus to keep on file in the Division Office. Course Coordinators should acquire all course syllabi and course information which adjuncts are handing out to classes. They may also want to look at certain tests adjuncts are giving.

OPENING DAY (SATURDAY 1:00-4:00 P.M.)

Students and families are invited. Volunteers are needed to show students classrooms. Max will be there. Two tables will be set up for Science/Math. Don Bell has volunteered to be there. Any info or tracs to be handed out, give to Max.

OTHER

Gary announced the Geology Field trip will be November 11.

Boyscouts are selling popcorn.

Tamara Carter is still looking to fill six sections with adjuncts.

Prep and planning week schedule is on the homepage.

There is a fund set up for Christine Peck - see Max for details

Meeting adjourned.