

**SCIENCE AND MATH  
DIVISION MEETING MINUTES  
September 4, 2007**

PRESENT:

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

GUESTS:

**INFORMATION ITEMS/DUE DATES FOR THE SEMESTER**

Enrollment Update as of August 31, 2007. Please see attached.

Travel requests are due by September 27<sup>th</sup>.

This year's faculty development plan is due September 10<sup>th</sup>.

Program Assessment Reports are due October 5<sup>th</sup>.

Program Assessment Plans are due November 2<sup>nd</sup>.

Curriculum changes are due October 29<sup>th</sup>.

Bloodborne Pathogen Training or updates were due last week. If you have any questions regarding this, see Tamara.

Faculty are now able to send print jobs to the Print Shop electronically to [printshop@occc.edu](mailto:printshop@occc.edu) Please include all information that you would normally put on the triplicate form. Documents should be in Word or PDF format and only one document per email.

Honors program - contact Nina Smith, Ext. 7141.

## **IRB UPDATE - [www.occ.edu/IRB](http://www.occ.edu/IRB)**

Any research for conferences or journals or anything publishable which concerns our students needs to be run through our IRB. The purpose for this is to protect the people being researched. Any questions regarding this can be addressed to Janet Perry.

### **COMMITTEE REPORTS**

IT Committee: Tad Thurston reported that Datatel has been upgraded over the weekend to r18. There is a new active directory and new passwords have been set to be the same as your Novell login. Passwords will be required to be changed monthly and duplicate passwords will not be accepted. Distribution lists will be coming soon. There will be no WebCT as of May, 2008. Training for Angel pilot classes will be on September 28. If faculty have any information on WebCT which needs to be removed, it has to be removed before May. There's a possibility all classes will be set up on Angel regardless if they are online or not.

Brenda Breeding reported on the Data Committee for Achieving the Dream. Over the course of four years, nothing has been accomplished. There was discussion regarding this. Data needs to be collected and analyzed by March 1.

Richard Trout reported that the Gen. Ed. Steering committee will be meeting on Friday.

Science and Math faculty will be meeting with the Nursing faculty regarding curriculum changes.

### **OTHER**

Charlotte reported the NSF Grant includes money for students who are pre-service Science Teachers and students who want to teach science. She has information to give to those students and asked for help from the faculty in identifying them.

Charlotte also reported the InBRE Faculty Retreat is October 12 and our faculty are invited to participate. She is also helping with writing the Community College piece of the InBRE Grant for the next five years. She is soliciting ideas so please see her for information regarding this.

Meeting adjourned.