

**SCIENCE AND MATH
DIVISION MEETING MINUTES
Dec. 2, 2008**

PRESENT:

Dennis Anderson	Julian Hilliard	Raul Ramirez
Marsha Austin	Gary Houlette	Sherry Ray
Bruce Bailey	Virginia Hovda	Frank Rexach
Kristy Bailey	Fabiola JaniakSpens	Ron Scribner
Daniel Benton	Steve Kamm	Steve Shore
Lisa Buckelew	Steve Kash	Max Simmons
Paul Buckelew	Linda Knox	Tony Stancampiano
Tamara Carter	Gail Malmstrom	Tad Thurston
Roger Choate	Jay Malmstrom	Mike Turegun
Sharon Coffman	John McMurray	David Wiggins
Betty Coleman	Cassandra Meek	Sonya Williams
Courtney Dodd	Janet Mitchell	Changjiang Zhu
Ken Harrelson	Charles Nunley	Cheryl Wolfe(mins)
B.J. Higgins	Chris Oehrlein	

GUESTS:

Felix Acquino
Gary Lombard
Jay Ramanulu
Paul Sechrist
Ed Williams

INFORMATION ITEMS

Program Assessment Plans are due now.

The college-wide Holiday Reception is December 11.

CEATE update

The carpet is in, but there is no power, water or plumbing. They hope to be able to start classes in there in January. Greg is at a Wind Power Conference. On December 10th, Tammy Burnett will be with Fabiola at a Career Technology Conference for Women.

TEXTBOOK ORDERING PROCEDURE

A legislative action has been mandated which says we are to provide a current list of texts before students enroll. Max is not sure when this change will be implemented.

FY10 BUDGET

The FY10 budget building is starting NOW. Faculty are encouraged to talk to Department Directors and/or Max about ideas and needs for Fall 09/Spring 10. Max encouraged faculty to do this before Christmas break if possible. This will be discussed at Dean's Council immediately following the holidays.

OTHER

Tuition Fee Waivers have been distributed to department chairs. They are due back by December 12th.

Information to be put on syllabi for Spring 09: We will use student email as the official form of contact for all students. The Testing Center only accepts OCCC ID when testing.

The Program Christmas Cards are going around - faculty please sign.

Schedule for Summer/Fall: See Kim if changes need to be made. Watch enrollment when looking at the schedule. It's difficult to add classes at the beginning of the semester.

Gary reported his Geology field trip was a success. They rented two vans plus used five of the school vans. He's hoping the school will purchase some 15 passenger vans.

Meeting adjourned.