

SOCIAL SCIENCES  
DIVISION MEETING  
AUGUST 17, 2005 - HT 1H7

**Attendance Attached:**

Dr. Yoder welcomed the faculty to the new Fall term. Introductions were made of new and returning faculty. She mentioned that we have several new adjuncts in need of mentors and asked for volunteers.

**Development Plan**

Due in Fall. Schedule a conference with the dean and submit your plan two days in advance of the conference. A sign up sheet is located in the division office. The forms are found on the homepage under electronic forms. You should distinguish between skills and activities. The development plan is about skill and the activities are what you plan to do to develop that skill(s).

**Outcomes Assessment**

FY05 due October 3. Turn in 5 year plan. Revisit your objectives and put it down again. Ray expressed a concern about tracking students to other colleges and jobs and Dr. Yoder stated that the Vice President's office was working on a system to track students. The proposal for FY06 is due to Dr. Yoder a few days before November 1.

**Graduate Survey Project**

Dr. Janet Perry, new Dean of Planning and Institutional Effectiveness is trying to consolidate the graduate survey to a single survey to serve everyone and needs a representative from this division to work on the survey. Stephanie Hayes volunteered.

**Service Learning**

Brochure distributed - Not a requirement only an option. Talk with Jon Horinek to learn more about this.

**Information Items**

- Dean search is ongoing until August 26, 2005

- Division door has been keyed back to the A21 key. Outer door of CU 7 is also keyed to A21. Faculty offices in 1H0 and 1HOA have also been re-keyed
- The move of faculty offices is on schedule and will be Thursday/Friday. Printer from 1C1A will be moved to CU7 and printer from 1C1B will be moved to 1HOA
- The scantron grading machine has been moved to the adjunct office 1H13
- Curriculum proposals due to the Dean by September 22
- Travel requests due by September 30
- Outside work forms due now
- Please sign Alcohol/Tobacco form located in the division office
- Back to school party was discussed. A date will be decided later.

Dr. Yoder asked where the faculty would like to hold their monthly division meetings. Richard made a motion that we use 1H7 and it was seconded by Jane.

#### Dana Tuley Williams - Library

Dana will be initiating a new exhibit at the library highlighting and advertising books. When you read a book you particularly like she asks that you share that information with her by email and write a short blurb about the book. She will order it and promote it at the exhibit. This might also be included in The Communicator.

- At this time we do not have a liaison from student development.
- The new student handbook is out in a streamlined version.
- Quarterly safety training due by September 30.
- Turn in copies of your syllabi to Mary
- Sign contracts

Mendy Barr is our Faculty Association representative. Encourage new faculty to join the association. Arts Festival is coming up and volunteers are needed and a volunteer meeting is scheduled next Tuesday.

- Tuition fee waivers may no longer be available

- De-registration = students will no longer be dropped for non payment but there will be a drop in two weeks for those that never attended/and have not paid.
- Contact students who do not attend first classes.

Dr. Sechrist is concerned we are getting away from competency based education particularly in the last few years. We will discuss this more in September.

If you want to use Supplementary Instructors let Cecelia know. There is money for this.

Jerry Steward addressed the faculty explaining that his job description has changed and he will not be teaching in the Fall or Spring. He will miss the students and the faculty and promised to come by for visits. He is now the Vice President of Government Relations and External Affairs and will be working with the Congressional delegation. The faculty wished him well.

Dr. Hughes announced that Congress has mandated that every public institution have an observance of National Constitution Day set on September 17. He welcomes ideas how OKCCC might comply with this observation.

Adjourned for departmental meetings.