

OKLAHOMA CITY COMMUNITY COLLEGE
Social Sciences
Minutes of Meeting
January 14, 2004

Present:

Mendy Bergin
Trish Bilcik
Patti Buxton
Jane Carney
Chuck Carselowey
Martha George
Dana Glencross
Ron Gray
John Hughes

Ray McCullar
Nancy Pietroforte
Jessica Sheetz-Nguyen
Jerry Stewart
Gloria Stewart
Sue Tabor
Rick Vollmer
Cecelia Yoder

Absent:

Richard Anglin
Thomas Jones
Peggy Jordan
Dana Tuley-Williams

Linda Fay, Student Employment Services, attended the meeting and spoke about the functions of her office and where they are located. They are hosting a job fair on March 3rd from 10:00am until 2:00pm. Ms. Fay brought informational handouts and asked faculty to contact her if they had questions.

Dr. Buxton provided rolls, fruit, juice and coffee and welcomed everyone back from the holidays. She told of the death of Ron's father and thanked Ray for covering his classes in his absence. Ron thanked everyone for their support during this sad time.

The Vision of the Future video was shown.

There was a discussion on office space for the division. Dr. Buxton assured everyone that this division has not been forgotten in future plans. Work on a new roof for the Health Tech building is starting today. It was suggested ice barriers be put on the roof to stop falling ice.

It's time for performance appraisals. Faculty are to turn in their self-appraisal to Dr. Buxton 48 hours prior to their appointment. Wanda has the form to sign up for

appointments. The 2-year Development Plan will be discussed during the performance appraisal conference. Development Plans are not a component of the appraisal. Looking back over the past semester, some positive things for faculty include getting raises, the opening of the CLT, record high enrollments, several faculty attending conferences, some programs working on program reviews, etc. Things that need attention are meeting office hours, letting the office know if you can't meet class or meet in a different location, meeting deadlines, getting someone to cover your class when you are going to be gone, empty mailboxes, pick up printing, being on time for class and a general discussion of professional standards.

Syllabi and office hours are due Friday, January 16.

The five year Assessment Plan is Due Friday, February 13.

Faculty doing online office hours should complete the contract by Friday, January 16.

Any faculty employed outside the College should complete an Outside Employment Form.

Dr. Buxton thanked everyone for their openness and honesty.