

Social Sciences Division Meeting  
August 13<sup>th</sup>, 2008 - 1H7

In Attendance:

Mendy Barr	Stephanie Hayes	Markus Smith
Trish Bilcik	Randy Hopkins	M'Lou Smith
Jeff Carlisle	John Hughes	Sue Tabor
Chuck Carselowey	Thomas Jones	Laurie Thornton
Bruce Cook	Peggy Jordan	Dana Tuley-Williams
John Ehrhardt	Yuthika Kim	Rick Vollmer
Lois Ganick	Jerry Ludlow	
Dana Glencross	Ray McCullar	Absent:
Ron Gray	Greg Parks	Cecilia Pittman
Special Guests:	Felix Aquino	Greg Gardner

Dr. Tabor began the meeting by introducing our two new full-time faculty members, Dr. Greg Parks and Dr. M'Lou Smith. Dr. Parks' office is CU7-C and Dr. Smith's office is CU7-B. Dr. Tabor went on to recognize those with August birthdays (M'lou, Trish, and Dana).

Social Sciences faculty and meeting attendants shared their summer highlights, including work, vacations, and summer projects.

Dr. Aquino shared new information with the group regarding the Outlook/Groupwise email migration. According to Dr. Aquino, Information and Instructional Technology Services will no longer be handling migrations individually. Instead, an email will be sent out with instructions for migrating on your own. Dr. Aquino advised everyone to try the process themselves first and if unsuccessful, to access Outlook through the employee website until an individual appointment could be made with IITS.

Dr. Aquino went on to note that by midnight on Friday, August 15<sup>th</sup>, no more emails will be sent through the Groupwise system. There was some question as to whether Outlook could be accessed from outside the college. The general consensus for now is that your college computer must be left on in order to access Outlook from home.

Greg Gardner, the new Associate Vice President for Academic Affairs, introduced himself to the group. He said he's been here for eight weeks and looks forward to spending a long time here at Oklahoma City Community College. Mr. Gardner comes to us from

Murray State College in Tishomingo, Oklahoma. He also mentioned that over the next few weeks he will be coming around to visit everyone.

Dr. Tabor updated everyone on the move of OTA, PTA, and EMS to the new building. It was believed that once the Health Professions faculty moved out of 1H13, Social Sciences would be able to use those offices. Unfortunately, it was found that some nursing faculty will be temporarily using those offices.

This month's Above & Beyond Award goes to Cecilia Pittman for tireless work and long hours over the summer preparing the Child Development program for accreditation. Cecilia has also been named as the new Child Development Program Director. Dr. Tabor noted that an advertisement will go out in September or October for a new full-time Child Development professor.

#### Committee Appointments:

Academic Outcomes Assessment - Stephanie Hayes  
Academic Scholarships - Jeff Carlisle  
Faculty Development - Dana Glencross  
General Education - Jerry Ludlow, Markus Smith, and Randy Hopkins

#### Grade Appeals:

Make sure your students know where to get information on the grade appeal process. It can be found on the college home page under Publications, then Student Handbook.

#### Reminders:

Be sure to download the new OCCC Online Print Shop software. Download instructions are located in the Division Office.

New guidelines are in place for Travel Procedures. Please see instructions in the Division Office.

FERPA rules and approved suggestions for dealing with students and parents regarding protected information were handed out. Copies are available in the Division Office.

John Hughes announced that the Global Education Conference in October will be held in Tulsa. For more information, visit: [www.okhighered.org/gec](http://www.okhighered.org/gec)

Remember that an 'I' must be changed to a grade within one year of the course.

#### Library Update:

Dana Tuley-Williams announced that Ebscohost has been changed by the vendor. Although no functions have changed, the look is much different. A video demo is being created for functions in Psychinfo and Psycharticles; please send any suggestions for this demo to Dana.

The Oxford English dictionary is being added online to the Library website and the Library is hoping to work with Rose State and the Metropolitan Library System on the Big Read which will feature the book Fahrenheit 451° by Ray Bradbury.

Please contact Dana with any questions you have regarding number of surviving reserves or if you are interested in participating in the Big Read.