

**INFORMATION TECHNOLOGY DIVISION MEETING**  
**January 17, 2007**  
**Room 407B**  
**Meeting Minutes**

Those in attendance:

Vicki Gibson	Tom Ashby	Kathy Cupp	Tim Green
Doug Gregory	Al Heitkamper	John Helton	Haifeng Ji
Sara Mathew	Anita Philipp	Brett Weber	Mary Williams
Gary Dominguez	Mike Reeves	George Maxwell	MaryGrace Berkowitz
Felix Aquino	Brenda Harrison	TC Coleman	

Dean Gibson opened the meeting by welcoming everyone back from the Christmas break.

She introduced Dr. Aquino, new VP of Academic Affair. She then, asked him to share a little about himself.

She reminded everyone about the lunch at the Steak and Ale after the meeting. This being a time gets together and relaxes before starting a new semester.

Dean Gibson shared that several grants were written and approved for sizable amounts of money. (the amounts of \$13,000 & \$82,000.)

One time money of \$82,000 for the GIS program which will be using to buy software, etc. which is waiting for approval. It is very exciting and we are going to make that happen.

Professor Philipp asked “what is the GIS program”; Professor Helton answered and explained about the GIS program to everyone in attendance. .

High school visitation will be starting hopefully by February. We have approved funds for this program and we are targeting not only Oklahoma City’s schools, but also area high schools. Dean Gibson considers this program as a group effort to achieve and is asking for more volunteers. It will be a reward to high school students and will help to increase our enrollment.

Dean Gibson reminded faculty members of their Performance Appraisals, packets were sent in September and sign up will begin on 29 Jan. The sign-up sheet will be on Kay’s desk. The conference begins 1 February and she asked all to submit self appraisals two business days prior to the conference. She also asked everyone to check for textbooks in the bookstore to insure that it is the correct edition.

Dean Gibson asked everyone to turn in syllabi and office hours to TC by Monday. It is very important to have office hours to help students for their pre-requisite authorization.

Dean Gibson didn't get the actual division numbers of enrollments due to no weekly report, although our division is up 0.3% and the entire college is down 0.1%.

Dean Gibson told us that all participants had a great time on Fall Opening Day in August. Spring Opening Day will be on 20 Jan. She asked for a couple more volunteers besides Professor Helton, TC and herself to commit to this event. This is a great opportunity to talk to students and help them out.

She asked if you have a nominee for the Terry O'Banion Student Technology Award 2006, please notify her by Friday and reminded that the paperwork is due prior to 31 Jan.

Dean Gibson shared and reminded us of the followings;

- CS proposals were approved by Curriculum Committee.
- Need some more volunteers for Marketing to high schools. She needed to know who is interested.
- Outside employment forms need to turn in to main office.
- Division Prevention of Sexual Harassment, Respectful Work Environment training will be on 6 Feb for all who have not completed this training.
- New Director of Curriculum and Assessment, Catherine Kinyon
- Assessment statement should be in all spring syllabi
- Assessment week (April 2-6, 2007) listed in your weekly schedule
- New voice mail system coming in the spring for full-time faculty
- Early Warning referral's icon should be on desktop

Please let Brenda Harrison know if you are interested in No Child left Behind RFP (handout)

Site visit for broad based delivery of online programs is one of high priority lists of President Cabinet. The process will begin Feb 19 -20. Some of our degrees are very close to be able to offer only online.

We need date of meetings for Advisory Committees by Jan. 31.

Safety trainings need to be completed quarterly for all faculty and full time staff.

### Institutional Committee Reports

Professor Green reported about the President's Advisory Council. They discussed about the division of future, online degree courses and orientation classes, which need to be redesigned. Also he mentioned that the school email system will be changed, Group wise will be replaced to Microsoft Outlook in the future.

Professor Helton reported about Benefit committee. They discussed about how to input and re-evaluate insurance program.