

**SCIENCE AND MATH
DIVISION MEETING MINUTES
September 6, 2005**

PRESENT:

Max Simmons	B.J. Higgins	Judy Mee
Dennis Anderson	Julian Hilliard	Cassandra Meek
Marsha Austin	Carl Hirtzel	Charlotte Mulvihill
Kristy Bailey	Greg Holland	Charles Nunley
Brenda Breeding	Gary Houlette	Chris Oehrlein
Lisa Buckelew	Virginia Hovda	Dave Palkovich
Paul Buckelew	Steve Kash	Sherry Ray
Tamara Carter	Steve Kamm	Steve Shore
Roger Choate	Linda Knox	Tony Stancampiano
Sharon Coffman	Paul Lewis	Tad Thurston
Betty Coleman	Jay Malmstrom	Richard Trout
Courtney Dodd	Jim McKenna	Mike Turegun
Ken Harrelson	John McMurray	Cheryl Wolfe(mins)

GUESTS:

Jay Ramanjulu
Ed Williams

EMPLOYMENT SERVICES

Linda Faye from Employment Services spoke to faculty and passed out several informational handouts. Employment services places students in part-time as well as full-time positions. Federal funds are available based on job placement. Faculty should encourage students to see Linda. She also asks for faculty to refer any employers to her. She will come and speak to any classes if needed. There is a website, College Central Network which students can log into with an ID. There are 2,000 jobs registered. She has a CD which shows the process of job hunting and interview processes which is available to anyone. There is a job fair from 10:00 a.m. to 2:00 p.m. on September 28 and March 8. September 13 & 14 there will be a Brown Bag lunch going over resumes and interview processes.

CHARLOTTE MULVIHILL

Charlotte discussed her four Inbre grant internships and had one, Clay Sandel speak to faculty. He worked for the Oklahoma Medical Research Foundation dealing with Rheumatoid arthritis mainly. There were pressures of working in a lab and producing results. He did a project regarding protein and inflammation.

Full time faculty have surveys to hand out to students who are interested in becoming science/math teachers. Please return these

surveys to Charlotte. Next year, Charlotte will have 9 internships for students and one externship for faculty available.

INFORMATION ITEMS

Initial attendance reports for 8 week classes are due today, 16 week classes are due September 13. Faculty have not received grade books yet.

Travel requests need to be turned into Max by September 10th if possible. These should be fully funded.

Outcomes Assessment: same format as last year; see Electronic Forms. Report for FY05 is due October 3; Proposal for FY 06/revisions to 5 year plans are due November 1.

All faculty who want flash drives, please pick them up by Friday. After Friday, if any are left, faculty may have two.

Curriculum changes are due to Max on October 27.

There are a few changes to SII forms which came from the Faculty Development Committee: #3 will read "Instructor prepared (for class)"; #5 will read "Classroom relative to (course objectives)"; #7 will read "Instructor is generally available during office hours (when I have gone to see him)"; Numbers 8, 9 and 10 can be teachers' own questions. Provide copies to Instruction division. A copy can be viewed on the board in the workroom.

PROGRAM REVIEWS

Program reviews are due to Max by October 3.

FACULTY DEVELOPMENT PLANS

Faculty are to sign up for a time to meet with Max. They are to submit their plans to Max three days before meeting time with Max. Max may send email to individual faculty if he sees no changes need to be made to plans.

SEM CENTER

Crews are working at night. Uncovered tops of all columns. If it rains, keep an eye on things and equipment in the Science Center if things get wet.

OTHER

FY06 budget: New labs and SEM Center equipment will need to be purchased in the Spring of 2007 to be ready for Fall of 2007. Spring 2007 is in the 2006 budget. Please ask for things if we want it funded.

Reminder: Full time faculty are to hold 10 office hours per week and these should be posted outside your office door.

The college is accepting late enrollment of students from LA and MS and they won't be charged out of state tuition. It will be up to the professor whether they can enroll - it will be on a case by case basis. There are also a number of students in the National Guard which the college will be working with. Please handle all these cases with kindness and consideration.

Meeting adjourned.