

# Department Chair Meeting Minutes

## Wednesday, August 18, 2004

The bimonthly department chair meeting was held on Wednesday, August 18, 2004, at 3:00 p.m. The meeting was held in the Electronics Center, Room 164.

Bob Gordon convened the meeting and introduced Jackie Adler and Larry Davis as the first of two presenters. The other presenters were from our HR Office, Carrie Gayske, Cindy Volney and a representative from Profiles International, Ms. Angela Juuls.

### *I. Guests:*

Ms. Jackie Adler first addressed the group and discussed the importance of reporting NO Shows on a timely manner up to and including the 11<sup>th</sup> class day. She emphasized the importance of noting the student's last day of attendance and how that date could affect the student's financial aid award. Ms. Adler gave examples and answered questions.

Mr. Larry Davis discussed the elements of the ACTS Program (Another Chance To Succeed) that has been recently implemented. Any student on financial aid probation who is receiving a Stafford Loan and who has a term grade point average below a 2.0 and/or who completes fewer than 6 credit hours for the prior term will be required to register for and attend their first scheduled session of ACTS before the loan funds will be credited to the student's account.

This program allows students who find themselves on financial aid probation a second chance to become eligible by attending a five-week course, one hour per week, that is set up to help the student work on his/her strengths, identify weaknesses, and work toward becoming a successful student. There is no charge for this course and the grade that is assigned is either a satisfactory or unsatisfactory. In situations where a student's financial aid check has been held up because of scholastic standing, the check can be released after completing a portion of this training.

Mr. Davis distributed a handout and also discussed a survey that some of the students in the ACTS program are required to complete. Instructors will also be asked to provide information for the student since a portion of the survey addresses different teaching styles and learning modes. The answers to these questions are designed to assist the student in understanding the information that is being presented and how best the student is able to understand and learn the information being presented, according to Mr. Davis. Questions concerning the ACTS program should be directed to Larry Davis via email or by calling extension 4818.

Ms. Gayske announced that the Applicant Management System will be implemented on the Waco campus beginning September 1, 2004. Each hiring manager in the instructional division will be required to attend at least one training session (74 managers have been identified). Hands on training will be offered at 9:00 a.m. in the Distance Learning classroom on August 19, 2004. Other training sessions will be conducted as needed. Ms. Gayske introduced Ms. Angela Juuls who conducted the training. A handout was provided for attendees.

Through the AMS, job openings will be posted on the web and applicants can apply on line and also receive notification of their status via email. Ms. Juuls covered the process by going over

the handout step, by step. At the conclusion of the presentation, Ms. Juuls and Ms. Gayeske answered questions.

Copies of the School Calendar for 2004/2005 were distributed as a handout.

Mr. Spradling then discussed the following agenda items, or made the following announcements:

2. **Nine-Month Calendar** – Copies of the calendar were distributed as handouts at the beginning of the meeting.

3. **Small Classes** – Mr. Spradling asked that every effort be made to continue to reduce the number of small classes being offered. He stated that he would leave the decision to the DC's and TCD's as to whether or not a small class should be justified; however, he also stated that he did not want to see the number of small classes increase without a justifiable cause.

4. **Overload** – Mr. Spradling announced that there would be no funds available for overload pay for FY05. He stated that approximately \$161,000.00 was spent on overload pay this past year. This money will not be available this next year. Mr. Spradling asked that wherever possible, the faculty member be given flex time for hours worked on a one-for-one basis. He reminded the DC's that the workweek included class hours and office hours. He further stated that any flex hours that were assigned could be 'banked' if the time could not be used that particular semester. Mr. Spradling also reminded the group that the 'banking' should not be used for new hires since it could obligate the College to keep a faculty member on that had performed poorly that previous semester. Mr. Spradling also announced that because of retirements, an additional \$80,000.00 had to be expended for unused vacation pay for retirees. Mr. Spradling again reiterated that there would be no funds for overload pay this next year. He did confirm that there would be funds for large class sizes.

5. **Miscellaneous:**

- a. HEAF & CUF Funds. Mr. Spradling announced that TCD's and he had reviewed all the requests for capital expenditures on August 17<sup>th</sup>. The requests had been prioritized and ranked. All purchases should be initiated on or before September 15 in order that the equipment is available for use this next school year.
- b. Book Requests – Mr. Spradling announced that not enough information was provided in regard to the online book purchasing process, E-Follett. DC's will be asked to review lists for corrections that included numbers of books required, incorrect titles, and spelling errors. The lists will be sent to recipients electronically.
- c. A Q & A session ensued in regard to early registration, DORI offerings, overload pay, course transfers, and other subjects. Mr. Spradling addressed all questions and took notes on items that needed further investigation.

There being no further business, the meeting was adjourned at approximately 5:00 P.M.