

Department Chair Meeting Minutes

Wednesday, January 7, 2004

The bimonthly department chair meeting was held on Wednesday, January 7, 2004, at 3:00 p.m. in the IDEAS Center. The agenda and copies of other handouts were distributed as needed.

Mr. Spradling opened the meeting and turned it over to Jerry Hutyra who discussed WECM considerations as follows:

1. **WECM Training** - A handout was distributed and Mr. Hutyra asked that any course revisions be submitted as soon as possible. He also announced that there would not be a CIP meeting held in January. The handout contained parts of what an individual would see on a computer screen for the 2003 – 2004 WECM. All department chairs were asked to either check or appoint someone in the department to be responsible for checking for updates, revisions, and or changes to course offerings each semester. In addition, he asked that courses be looked at to insure that they conform to WECM guidelines in hours and course content. He gave examples of changes that have occurred since the last WECM was released. He asked that DCs pay particular attention to any courses that have been or are on a list to be archived. This WECM requirement also includes continuing education course offerings as well. Any departments needing help were asked to contact him at extension 2054.
2. **Quality Customer Service** – Mr. Spradling announced that he is seeking volunteers to serve on a committee to address offering Quality Customer Service on the Waco campus. The names of any individuals willing to serve should be forwarded to him before Monday, January 12, 2004.
3. **Goals** – Mr. Spradling distributed a handout listing Campus Goals for 2004 and 2005 that have been identified by the Executive Team. He asked that the goals be reviewed and any questions, recommendations or suggestions be forwarded to the cluster directors.
4. **Local Accounts** – Mr. Spradling announced that when expenditures are being made on local accounts, they should go to Ms. Palmer first, prior to them being sent out for purchase.
5. **Capital Purchases** - Mr. Spradling reminded DCs that when Capital equipment is received, the receiving department should complete the necessary paper work to receive the inventory and to also affix the State Property Inventory tags on the equipment. The forms to transfer property can be signed by Mr. Spradling, Ms. Palmer, or Bob Gordon.
6. **BOR Meeting January 23, 2004** - Mr. Spradling will attend the upcoming BOR meeting with President Stuckly. A part of this meeting will be an effort to look at ways of increasing retention.

7. **Course Cleanup on January 13 and 20, 2004** – Mr. Spradling asked that DCs pay particular attention to course rosters on the dates indicated. It is imperative that these documents be accurate and thoroughly checked.
8. **Final Schedules Due January 30, 2004** – Mr. Spradling reminded DCs that course schedules are due at the end of the month and should also be accurate. These schedules determine overload pay and should be accurate. He stated that during the fall semester, over \$74,000 was paid in overload pay.
9. **Miscellaneous:**
 - a. There will not be a DC meeting on the 21st as scheduled. It will be held on January 28th instead.
 - b. Richard Wheet will be invited to make a presentation at the next meeting.
 - c. Pat O'Connor mentioned several problems that his department has had regarding registration. Discussion ensued.
 - d. Some of the problems that were being seen by other departments included incorrect transcripts, inaccurate or unavailable test scores.
 - e. Some departments had to override test scores and were having to override crosswalk courses for 2000 – 2003 that were invalid in order to register students.
 - f. Some Evals were inaccurate as determined by DET.
 - g. Students in courses that the College cancels will receive a 100% refund up and through the 12th Class Day.
 - h. Dr. Parks announced that anyone interested in playing on the faculty staff basketball team against MCC
 - i. to contact him as soon as possible. The team must consist of faculty or staff. No student workers are eligible.

There being no further general business, the meeting was adjourned at approximately 3:48 P.M.