

Department Chair Meeting Minutes

Wednesday, November 10, 2004

The bimonthly department chair meeting was held on Wednesday, November 10, 2004, at 3:00 p.m. in the IDEAS Center. An agenda and handouts were provided at the beginning of the meeting. Mr. Spradling convened the meeting and introduced Greta Hecker who with Don Sharp provided additional handouts and discussed the Who, What, When, Where, Why, and How of the Secondary Skills USA competitions.

1. Secondary SkillsUSA – Greta Hecker (handouts) – Ms. Hecker presented a PowerPoint presentation pertaining to the SkillsUSA competitions that will be held on the Waco campus each weekend during the month of February, 2005. Ms. Hecker discussed changes that have been implemented to improve the competitions for all students and encouraged DC's to consider this activity as an excellent recruitment tool. Last year, 1,487 secondary students were on the Waco campus participating in various competitions representing 203 high schools from four districts. Ms. Hecker noted that volunteers will be needed as well as participation from students, faculty, and staff to make this event a success. Some of the changes that have been implemented include capturing data regarding those competitors that eventually enroll at TSTC; providing a packet of information containing recruitment information; having programs or clusters have an information booth in the ITC rotunda; and conduct parent information sessions. For additional information or to volunteer, individuals were encouraged to contact either Ms. Hecker or Don Sharp.

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

- 2. College Anniversary** (handout) – Mr. Spradling announced that TSTC plans to celebrate its 40th anniversary on April 22, 2005. TSTC System is planning an event and seeks community involvement. Each campus will conduct an event with their respective community; or some sort of fund raising or other activity relating to this memorable event.
- 3. National Rankings** (handout) – Mr. Spradling distributed a handout that listed four areas where TSTC was recognized nationally for producing the most graduates in four CIP code areas. TSTC ranked 2nd in the area of Computer and Information Science; 6th nationally in the areas of Mechanic and Repair Technologies and Transportation (“Pilot Training”); and 8th nationally in the area of Engineering Technology. Mr. Spradling extended his thanks and congratulations to the TSTC Waco faculty and staff for a job well done.
- 4. Department Coverage** – Mr. Spradling reminded the group that there “must” be department coverage during the working hours of 8:00 a.m. to 5:00 p.m. He reiterated that an individual must be available to assist ‘customers’ who come to the campus to obtain information about a specific program or the College. This includes the lunch hour as well.
- 5. Continuing Education** - Mr. Spradling reiterated the importance of departments notifying the Continuing Education department (Steve Range or Rob Wolaver) when any type of training or testing is being conducted on campus. In many cases, credit in the way of contact

hours or headcount generation can be accomplished. It was noted and used as an example that one department had the previous night, and had scheduled 150 participants for testing on three separate evenings. These individuals could be counted and should have been reported to our Continuing Education department for information and subsequent action. Discussion ensued.

6. **FY '07 Calendar** (handout) – Copies of the proposed FY 2007 Calendar were distributed for information and review. The Calendar was shown as three fifteen week semesters and DC's were asked to discuss with faculty members and provide any feedback they deemed appropriate. One major change that Mr. Spradling noted was that students would have a full week during the Thanksgiving recess. Questions were asked and answers were given. Discussion ensued. Mr. Spradling stated that the Holiday Schedule allowed for 14 days, however, the schedule was not provided as a handout at this time.
7. **Adjunct/Overload Rates** - Mr. Spradling discussed the process he had used for trying to determine a fair rate of pay for adjunct faculty in an effort to save spending funds the College simply does not have. Other local community colleges were contacted to determine rates of pay for their adjunct faculty. Mr. Spradling gave examples of different formulas and presented them to the group. He discussed a flat rate fee, formula pay rates, and other considerations. Discussion ensued, questions were asked and suggestions were made. A decision was made to revisit this issue at the next DC meeting that is scheduled for December 8, 2004. Mr. Spradling noted that this would also be a training session for DC's pertaining to the peer review process. He asked that each DC identify at least one other faculty member to participate in this training. ***Faculty training will be conducted in the IDEAS Center Friday, December 10, 2004, at 1:00 p.m.***

8. Miscellaneous:

- a. A reminder that there would be no DC meeting on November 24th.
- b. The December 8th meeting would be a training session on the peer review process.
- c. Classes will be dismissed on November 24th.
- d. A "skeleton" crew should be assigned to answer phones from noon to 5:00 p.m. on the afternoon of November 24th.
- e. Peer Review training will be conducted on Friday, December 10th at 1:00 p.m. in the IDEAS Center.

There being no further general business, the meeting was adjourned at approximately 4:40 P.M.