

Department Chair Meeting Minutes

Wednesday, October 15, 2003

The bimonthly department chair meeting was held on Wednesday, October 15, 2003, at 3:00 p.m. in the IDEAS Center. Mr. Spradling convened the meeting and made the following announcements or discussed the following agenda items.

1. **Signage** – Mr. Spradling announced that signage would be put around the ACT I leased facility notifying students and employees of parking restrictions. In addition, signage will be put in the area close to the Deaf and Disabled Student office informing drivers that there may be impaired students crossing the street at that location.
2. **Diabetes Walk** – A walk has been scheduled for October 18, 2003, at Indian Spring Park to help raise funds to fight diabetes. Any support from TSTC employees will be appreciated.
3. **Camp TSTC** – The date for Camp TSTC 2004 has been established and will not be conducted on a holiday weekend as it has in the past. The camp will be conducted August 8 through the 10th, 2004. The camp will begin on Sunday and conclude on Tuesday.
4. **Placement Using Video Teleconferencing** – Mr. Spradling announced that both the Biomedical Equipment and Laser Technologies have successfully used video conferencing for student employment interviews. This has been very beneficial to students who do not have funds to travel to distant sites for a job interview. Several students have been hired using this process.
5. **Tuition Adjustment “On Hold”** – Mr. Spradling announced that the \$10.00 per credit increase recently proposed has been put on hold and will not be implemented until the fall semester, 2004. This was a decision that was made at the last Executive Cabinet meeting.
6. **Parking Decal – CAA Project** – Mr. Spradling asked Mr. Taylor, to determine if CAA students would be interested in participating in a competition to design a new parking decal for TSTC Waco. Also, to determine what if any prizes could be awarded to winning students.
7. **Seminars, Industry Training, Continuing Education** – Dennis Meyers provided handouts and discussed each of the following topics:
 - a. Summer Camp – Ideas are being solicited regarding topics to offer incoming high school students as course offerings for a summer camp. Ideas such as what to teach, how to teach, and the time frame. Mr. Meyers asked all departments to review course offerings to determine what if any courses would fit a summer camp offering.
 - b. Seminars – A list of possible topics was distributed for information and review. Again, Mr. Meyers asked for ideas regarding short seminar course offerings of seven or more hours.
 - c. List of CPE (Continuing Professional Education) courses was distributed for information and review. These courses can be offered to high school teachers and administrators as a

part of their professional development requirement. Mr. Meyers stated that this was only a partial list and any additional ideas would be appreciated.

8. **Book Requests for SP/04 – Due October 20, 2003** – Mr. Spradling announced that book requests for the spring semester are due to the Bookstore on or before Monday, October 20th.
9. **FY05 Calendar** (Handout) – Mr Spradling distributed and discussed the proposed version of the Academic Calendar for 2004/2005. This version is based on two sixteen-week terms and one thirteen-week summer term. Mr. Spradling discussed the pros and cons of other options and stated that the draft calendar was considered the best of other calendars that were considered. Discussion ensued, examples were given, and comparisons were made. Department chairs were asked to forward any suggestions for changes to Terry Ehrhardt. Mr. Spradling stated that the intent of this version of the academic calendar is to give more time between semesters.

10. **Miscellaneous:**

Mr. Spradling announced that members of the Legislative Budget Board (LBB) will be on campus to visit the Chancellor and to participate in a walking tour of parts of the campus. The LBB members touring the campus will be accompanied by the Chancellor, Mr. Spradling, and the cluster directors.

There being no further business, the meeting was adjourned at 4:16 p.m.