

## Department Chair Meeting Minutes

### Wednesday, October 1, 2003

The bimonthly department chair meeting was held on Wednesday, October 1, 2003, at 3:00 p.m. in the IDEAS Center. Greta Hecker convened the meeting at 3:00 p.m.

1. **Funding Resources – Robert Gamboa** – Mr. Gamboa addressed the group and distributed a handout pertaining to the upcoming Employee Charitable Campaign and a list of WRC social service providers that have provided services to TSTC Waco. His office will focus on obtaining new money and new scholarships from local and national organizations. He discussed a new partnership with Lowe’s home improvement center representatives. Lowe’s has an excellent program for its employees as well as an outreach program of providing scholarships for students. According to Mr. Gamboa, students can go to a Lowe’s website to apply for scholarship assistance. Currently, only the Dallas Community College is listed on the Lowe’s website. His office is meeting with Dallas based Lowe’s representatives to determine if TSTC can be listed on their web page as a source for scholarship recipients to apply. Mr. Gamboa stated that the courses offered by TSTC Waco fit the criteria that Lowe’s has established. Mr. Gamboa referenced the Regents Circle as an agency for donations as well as a source for emergency funding. He distributed cards for attendees to complete (name of department chair, department) and list two items that they would like to have if funds were available. The cards were then collected.

2. **Participation In “F” Grades** - Jackie Adler/Dawn Khoury addressed the group and discussed in regard to the assigning of an “F” grade to students who stopped participating before the 60 percent rule would apply. In some cases, the College is responsible for returning money to the Federal Government. An effort is underway to try to have the last

day of participation shown in Colleague or in the WebAdvisor automatically. No Shows should also be noted and will be identified as such in Colleague and in WebAdvisor. In cases of No Shows funds will also have to be returned. A mechanism is needed to identify and track attendance for these reasons. All “F” grades should be reported on a timely fashion according to Ms. Khoury. Discussion ensued regarding the implementation of pop-ups that notify faculty members of No Shows, examples were given, and questions were asked and answered.

3. **Continuing Education Offerings** – Dennis Meyers distributed copies of the Continuing Education Fall 2003 brochure and also Employee Scholarship forms. He discussed a number of new course offerings and encouraged all employees to review the schedule and try to take at least one course during the fall. He stated that there were new and fun courses being offered that hopefully, would peak the interest of potential students. He also asked that departments think of other courses that could be offered for spring, 2004. Mr. Meyers stated that schedules for continuing education course offerings for the spring semester would be due the same time that the regular course offerings were due.
  
4. **Merit Badge College (BSA/GSA)** – Ms. Hecker distributed a handout and discussed opportunities for TSTC Waco to conduct Merit Badge course offerings for Boy Scouts and Girl Scouts similar to those offered at Baylor University. She stated that these were usually activities conducted on Saturdays or two half-days through the week. Interested individuals should contact Ms. Hecker or Mike Huneke. The Girl Scout program could be offered at an opposite time of the year as that offered for Boy Scouts.

5. **Discovery College** – Ms. Hecker discussed offering courses in technology during the summer to secondary school age children. Full day programs would consist of a half-day of technical or vocational type courses with an afternoon of recreational activities included. Ideas should be forward to cluster directors.
6. **Biweekly ALP Forms** – Ms. Hecker announced that in the future, ALP information for student workers would be completed on line. The form can be found on the HR webpage.
7. **Facilities Renovation** – Ms. Hecker announced that all recommendations regarding the renovation of TSTC Waco facilities be sent to the Facilities Committee. The members of this committee include John Spradling, Charles Reed, Pam Price and David Goodman.
8. **UAP Update** – Ms. Hecker distributed a handout showing the 2003 UAP schedule and reminded the group that the deadline actual outcomes was September 30<sup>th</sup>. Oral actual outcomes will be scheduled with the IER&P office during the month of October, 2003.
9. **Energy Conservation and Data Backup** – Ms. Hecker reminded the group that in order to conserve energy, all unnecessary lights and appliances should be turned off when not in use. In addition, in order to back up data on an employee’s “H” drive, he or she must log off each night. Network Services is unable to back up data if a person is still logged on.

10. **Articulation Agreements** – Ms. Hecker announced that in the very near future, all articulation agreements will be available on line. In addition, a hard copy of each agreement will be provided to each department for inclusion in department notebooks.

11. **Professional Development Day (PDD)** – Ms. Hecker reminded the group that TSTC Waco's PDD will be conducted on Friday, October 17, 2003. All classes are dismissed and no office needs to remain open. This is in an effort to allow all employees to attend. She stated that an email has been sent that includes a sign up sheet for employees to choose three sessions to attend.

12. **Base Year Begins in March, 2004** – Ms. Hecker reminded the group that the base year for our funding begins in March of next year. Contact hour generation during this time will be critical to our funding base.

13. **COP 7.30** – Ms. Hecker distributed a copy of COP 7.30 (*Teaching Faculty Productivity*) and briefly discussed some of the changes. Two of the changes are pertain to faculty workload and stipends for large classes. She stated that this COP has been finalized but has not been distributed as yet. DCs should use the copy handed out until the official copy is distributed.

14. **Miscellaneous:**

**Jerry Hutyra** asked that any technical support courses be submitted to his office ASAP. Academic scheduling will begin scheduling next week. If any departments have questions

concerning support or academic course scheduling, they should come to see him. Mr. Hutyra also stated that the new 2003/2004 College Catalog was now available on compact disk (CD). Using these new CDs will reduce postage and allow prospective students who have computer access, a pocket sized version of the TSTC Waco catalog.

There being no further business, the meeting was adjourned at 3:55 p.m.