

# Department Chair Meeting Minutes

## Wednesday, October 27, 2004

The bimonthly department chair meeting was held on Wednesday, October 27, 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 Ed Price who provided a handout pertaining to articulation agreements. The handout contained a list of all the courses that were approved as transfer courses on the Waco campus for articulation. Mr. Price asked that if any discrepancies were noted, to please let he or Anita Steele know. Mr. Price reminded the DC's that this document could be very useful as a recruitment tool.

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

- 1. Enrollment and Contact Hours** (handout) – Mr. Spradling distributed a handout that listed contact hour generation, by department for the fall term, 2004. He was very pleased to announce that the contact hour generation was much improved over the number a year ago. The number that was reported and validated for 2004 is 1,605,343. Mr. Spradling extended his thanks and appreciation to faculty and staff for a job well done.
- 2. Student Appreciation Day** - Mr. Spradling announced that the Student Appreciation Day was well accepted and well attended. However, there was a lack of faculty/staff participation and hopefully, that will change in the future. A Student Appreciation Day will be conducted each semester henceforth. Discussion ensued and one or two attendees mentioned the lack of advertisement for the event or that they were not aware that faculty/staff were invited to attend. Mr. Spradling stated that it was essential that students (our customers) be made aware that we appreciate their business and we should strive to do everything possible to make student feel this way. He hoped that in future events, the turn out of faculty/staff would be greater.
- 3. Proposed Registration Schedule** (handout) – A copy of the proposed registration schedule was distributed for information and review. The Registration committee, prior to it being adopted, will review the proposed schedule. The schedule includes registration dates and hours of operation, for the spring semester, 2005. Discussion ensued; questions asked and answered; examples were given.
- 4. Board of Regents Update** – President Stuckly will give an update of the BOR meeting that was held in Sweetwater last week. The briefing will be held in the Texas Room on Thursday, October 28, 2004, at noon. All interested parties are encouraged to attend. Mr. Spradling announced that a new process of accountability for community colleges will start next year and colleges will be required to have a Quality Enhancement Plan (QEP) that will be a major component of the SACS review process. Institutional Effectiveness committees will play a major role in how we define, evaluate, and celebrate our successes. Two Legislative initiatives will have a major thrust in obtaining additional dollars for the

Waco campus, extending the “Hold Harmless” to allow us to continue to train workers for the State of Texas; Tuition and fee adjustment for FY’06, and signage on campus will be the topics of the briefing. Ms. Alexis Neumann, executive assistant to the President, has been assigned the responsibility of determining the economic impact that TSTC has on the Waco economy. She may be contacting departments to determine the number of graduates working in the Waco and surrounding communities. Mr. Spradling briefly discussed an SOS requiring students to complete all training within a five-year period, no exceptions. After that time, courses may or may not apply. Discussion ensued, questions asked and answered, and examples were given.

**5. Miscellaneous:**

- a. Ms. Erhardt announced that there continues to be vandalism on the GLM golf facility that includes theft, holes in the greens and other damage. She asked if some type of curfew could be enforced to discourage this type of activity. Discussion ensued.
- b. Mr. Spradling announced that there was a large number of students who did not participate in the New Student Seminar as required. This seminar will be offered again during the first week of the spring ’05 registration.
- c. Mr. Spradling announced that our TSTC Public Safety Office had solved a case that involved cars being broken into on campus. An article was also distributed via email containing the details of the arrests.

There being no further general business, the meeting was adjourned at approximately 3:45 P.M.