

Department Chair Meeting Minutes

Wednesday, October 29, 2003

The bimonthly department chair meeting was held on Wednesday, October 29, 2003, at 3:00 p.m. in the IDEAS Center. The agenda and copies of other handouts were distributed as needed.

Mr. Spradling convened the meeting and made the following announcements and/or discussed the following agenda items:

1. **SMARTHINKING, Online Tutorial Service** - Joyce Spivey addressed the group and provided handouts containing information about two services available to students. The first, The Writing Center is open to help students overcome writing problems. Students can come without being referred or with a referral. The Writing Center is staffed with individuals who are able to help students with grammar, punctuation, sentence structure, spelling, resume writing, cover letters, etc. The email address is wawritingcenter@tstc.edu and is located in the ITC building, room 136. The hours of operation are Monday – Friday 8 – 12 noon, and 1 – 5 p.m. Next, Ms. Spivey provided a second handout that described the live, online personalized learning assistance program. Ms. Spivey stated that this is a program that the College subscribes too and at no cost to our students. Students can get help or assistance through chat rooms or have worked reviewed by an e-structor online and expect a 24 hour turnaround. For additional information, contact Amy Patrick at extension 2304. The process for creating an account was given and the web address is www.smarthinking.com.
2. **Student Environment Survey** – Mr. Spradling announced that the annual Student Environment Study will be administered on Wednesday, November 5, 2003, at 1:00 p.m. The survey will only be given to students attending classes at that time.
3. **Evaluation Training** – Mr. Spradling announced that any supervisor that is required to evaluate an employee under his/her supervision is expected to participate in this training program. It is expected that the training will be conducted during the first three weeks of December. This will be conducted at a future department chair meeting.
4. **Advisory Committee Requests** – Mr. Spradling asked departments conducting advisory committee meetings that want the President to attend, to please contact Kathy Podsednik and provide her with the time, date, as well as an Agenda. This will help Mr. Stuckly schedule his time to also attend other events that may be closely scheduled.
5. **CIP Committee** – Mr. Spradling distributed a handout that listed the members of the CIP (Curriculum and Instructional Practices) committee for information and review.

6. **DL and Night Courses** – Mr. Spradling asked that departments consider ways to enhance our DL and Night course offerings. He stated that he would like to see us become more customer oriented and be able to meet their needs and desires by providing courses that could be taken at night for degree purposes. Some individuals, because of their work schedules, are not able to attend classes that are only offered during the day. We have to strive to meet this need, according to Mr. Spradling. He also asked how many departments were currently offering night courses that made. He then asked department chairs to consider courses that they could offer that would make, and would lead to a degree at some future time. He also stated that perhaps we need to ‘ask our customers’ what they need and what courses they would like to see us offer. Discussion ensued.
7. **Assistant to the President** – Mr. Spradling announced that President Stuckly is interested in perhaps filling a vacant position in his office as “Assistant to”. This position will only be advertised on campus and if filled, will be a lateral transfer and will not necessitate a budget increase. The position would be to provide additional administrative help in his office, attend functions in his stead, but would not be a decision maker.
8. **Capital Equipment Requests** – DCs were asked to begin inputting their Capital Equipment Requests online as either HEAF or CUF (Higher Education Assistance Fund or Computer Use Fund). The same format is to be used and access is through the TSTC Waco Home Page. To log in, input the users Last Name, and the last four digits of the employees Colleague ID number. Requests should be completed within the next two weeks according to Mr. Spradling. Approximately \$400,000.00 is available. It is anticipated that all requisitions will be completed by December 1, 2003.
9. **Prerequisites and Registration** – Brenda Montemayor addressed the group and asked if anyone had issues to review that occurred during the last registration. She made a list and stated that all issues would be reviewed to find a remedy. She was also invited back to attend another DC meeting to review outcomes. Some of the issues stated were as follows:
 - (1) Scores for TASP, Accuplace, and other tests are not seemingly correct (Ms. Montemayor stated that some of the counselors were operating from incorrect lists. This will be corrected).
 - (2) Could correct score levels could be posted on the web?
 - (3) Training for DCs in regard to interpreting scores
 - (4) Regular registration training
 - (5) Web Advisor training and insuring that data is input and ready to use prior to registration
 - (6) Cross training in Counseling office so if someone is absent, other employees know what has to be done.
 - (7) Clarification of Pre and Co requisites across the campus.

- (8) How to handle students who wish to register but have assumed failing a course (repeat).
 - (9) Provide departments with information regarding a student's probation status.
 - (10) Provide a roster that includes the student's name, major, GPA, and status.
 - (11) When a student registers online, insure the faculty member has a current cell phone number, an active email address, as well as a current or local phone number for contact purposes. Perhaps add a 'pop up' screen when information has changed.
 - (12) A Web list providing a way to contact a student when a change has been made.
 - (13) Enrollment on another campus via DL has been a problem to change when the student enrolls at Fort Bend and has actually inadvertently enrolled on the Waco campus.
 - (14) A way to contact any student prior to first class day
 - (15) Alternatives for courses that are full
 - (16) Validation Rosters with "Deletes" removed, how to fix the problem automatically
 - (17) A Wait List, what is wrong with having one to contact students when openings occur?
 - (18) Suggestion from Dr. Wilke... Encourage students to take credit math courses soon after taking the remedial. Some students are waiting to take the math during a later semester and are failing the required course.
 - (19) Wherever a student registers for his/her first semester, is considered his/her 'home location'.
 - (20) Course evaluation for transcript review should occur prior to the end of the student's first semester.
 - (21) TASP exempt students should be an automatic process through Colleague. Can this be done?
 - (22) DORI waiver process, when a student changes majors why can't the waiver follow that student to the new major?
 - (23) Section changes on First Class Day, can this be done online?
 - (24) Placement for students who have excelled in TEKS should be exempt from TASP.
 - (25) Verification regarding TASP? We are operating under the TASP rules currently, however, it expired September 1, 2003. The college has asked for a one year extension in order to implement a revised developmental plan.
 - (26) Can Colleague handle scores from the SAT or ACT. Answer: Yes
10. Miscellaneous:
- a. Mr. Spradling applauded Dr. Debby Defee, students and staff for the service that the Food Service/Culinary Arts department is providing during meal service for advisory committee meetings. It has been exceptional, according to Mr. Spradling.
 - b. Mr. Spradling also applauded Mr. Fred Khozein, and staff for their efforts in obtaining equipment valued at close to \$250,000.00. This donated equipment will be used to enhance the Medical Imaging Technology program.

There being no further general business, the meeting was adjourned at approximately 4:10 P.M.