

Department Chair Meeting Minutes

Wednesday, September 15, 2004

The bimonthly department chair meeting was held on Wednesday, September 15, 2004, 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 introduced Lance Zimmerman who discussed the first agenda item, the Virtual College of Texas. Mr. Spradling later discussed the following agenda items or made the following announcements:

- 1. Virtual College of Texas (VCT)** – Mr. Lance Zimmerman distributed a handout and discussed the benefits and the operational processes of the VCT. Mr. Zimmerman explained the funding, the benefit to students, and to the College. Currently, the Waco campus has five or six students enrolled in VCT courses according to Mr. Zimmerman. The courses are taken online and will show up on a student's transcript as a regular course. Questions should be directed to Lance at extension 3257. Dr. Hutyra reminded the group that VC courses shown as 10VC are reserved for individual students and are not open to general enrollment.
- 2. Benefits for Adjunct Faculty** – Mr. Spradling announced that as of September 1, 2004, adjunct faculty members are now benefits eligible. Each adjunct faculty member will be sent an enrollment form and allowed to either accept or opt out of the benefit package. The total cost of the insurance must be borne by the employee. Forms must be returned to the HR office on or before September 24, 2004.
- 3. TWC Civil Rights Division** – Auditors from the TWC Civil Rights division will be on campus to audit HR records to review our hiring practices for the past twelve months. The purpose is to see if we have adhered to the EEO guidelines in our hiring practices. To this end, if any department has a new hire this past year, they may be asked for any notes regarding the selection process and questions asked to each applicant. Discussion ensued.
- 4. Travel Updates** - Mr. Spradling announced that employees can fly into Shreveport (for example going to Marshall) and this trip will be considered "in state" travel. In addition, he reminded the group that 'Express Checkout' should not be used during official travel unless the employee gets a receipt that shows a '0 (zero)' balance.
- 5. Offers to Applicants** – Mr. Spradling reminded the group that offers of employment to applicants must come from HR. No supervisor should discuss salary or offer employment to any applicant he/she is recommending for hire. Again, these offers must come from the HR office.
- 6. Academic Schedules** – Mr. Spradling asked whether or not the current process for scheduling academic courses should be revised. With the current process, major technical support courses are scheduled first, then the academics, and then the technology courses are scheduled in and around both of these. Mr. Spradling stated that he felt that our

scheduling process should allow for practical schedules, the best room utilization, at the lowest cost. Discussion ensued, questions were asked, and answered. Mr. Spradling asked that if anyone had any suggestions for improvement that they be sent to him via email.

7. Miscellaneous:

- a. Mr. Spradling discussed the number of small classes reported for the Waco campus. He stated that his last report showed that there were approximately 90 sections that had less than ten students. He asked DC's to make every effort to combine or close any small classes. In addition, he stated that he hoped that our Small Class report would be at 8 per cent or less. Dr. Hutyra suggested that DC's try cross listing to combine classes; however, care should be taken to move the smaller class to the larger class.
- b. Dr. Hutyra reminded DC's that Program Revisions were due to the curriculum office as soon as possible. He asked that special care be taken to ensure that all program revisions match the information that appears in the catalog verbatim. He asked that all course revisions be completed by March 1, 2005.

8. Scheduling Highlights:

Representatives from four departments shared their processes for scheduling courses within their respective programs. The presenters included Selby Holder, BET; Dr. Otto Wilke, MTH; Del Bullock, WLT; and Tony Taylor, CAA. Each presenter discussed their processes and/or distributed handouts for information and review. Each faculty member expressed the importance of "communication" in the process.

There being no further general business, the meeting was adjourned at approximately 4:35 P.M.