

Department Chair Meeting Minutes

Wednesday, September 17, 2003

The bimonthly department chair meeting was held on Wednesday, September 17, 2003, at 3:00 p.m. in the IDEAS Center. Mr. John Spradling convened the meeting at 3:00 p.m.

1. **Statewide Articulation** - Mr. Ed Price distributed a handout and announced that a statewide Articulation Summit will be conducted on the Waco campus September 22, 23, and 24, 2003. The purpose is to conduct articulation training and to sign statewide and local agreements. The summit will be conducted in the Food Service and Culinary Arts building. If additional help is needed, he will contact the cluster directors in this regard. The work schedule is as follows: September 22, computer related areas; September 23, Food Service; September 24, all other areas for articulation.
2. **State Credit Cards** – Mr. Spradling reminded the group that new bank credit cards have been received and issued. The old cards will no longer be honored after this month.
3. Enrollment - Mr. Spradling announced that as of this date, the Waco campus is up 68 students over this same time last year. He cautioned that this number could change after DEREG on Thursday and getting the 12th Class Day figures completed. He encouraged the group to ensure that all students have registered properly and have paid all required tuition and fees.
4. Mr. Spradling announced that effective immediately, Mr. David Day will take over the chairmanship of the environmental health and safety program. Mr. Knowles will return to full-time teaching.
5. CIP Committee – Mr. Spradling announced that there are two vacancies to fill on the CIP Committee. Current members include each cluster director, Lance Zimmerman, Jerry Hutyra, Dr. Darlene Morris, and Jan Osburn.
6. DSS – Brent Burns has indicated that Deaf and Disabled Student Services is still short interpreters and has asked that faculty assist whenever possible by sharing class notes with students where an interpreter is not available.
7. Advisory Committee Meeting Notices – When departments are scheduling advisory committee meetings, and the announcements are being sent out via email, they should not be sent to President Stuckly but to his administrative assistant, Kathy Podsednik. Jerry Hutyra asked that when advisory meetings are being scheduled, that he and Lance Zimmerman be notified so that they can promote SATOP programs to members. This is a source of additional funds for the College.
8. Mr. Spradling asked that the following individuals get the number of employees who have office space in the following buildings:
Wayne Blinka, EEC Office area; Dwain Ingram, Technical Studies Center;

Diana Sphar, IDEAS Center/EEC; and Jerry Shaw, Provence Center. This information will be used to help determine the number of employee parking spaces that are required for each of these buildings.

9. Mr. Spradling stated that a visitor from South Carolina that was visiting the College remarked that in some areas, more emphasis on house cleaning could be necessary. Mr. Spradling asked that departments be aware of items that were 'stored' in hallways and outside of buildings, that were not being used, be located in areas of less visibility.
10. **President Stuckly** - addressed the group and asked that students and employees be a little patient in regard to the remodeling process being conducted at the ITC building. He stated that two temporary parking areas were under construction and would be available next week. He also announced that additional funds from fees would be used to assist with the landscaping and to make much needed repairs on the mall. Mr. Stuckly also thanked the faculty and others that were instrumental in making our first attempt at online registration a reality. He stated that approximately 200 students registered online on the first day.
11. **UAP Training** – Ted Donovan addressed the group and made an on screen presentation regarding the Unit Action Plan On The Web. Booklets were handed out and the process was reviewed on screen. The books that were handed out are being revised and should be available in the very near future. Mr. Donovan reminded the group that their login and password was the employee's last name and last four digits of his/her Colleague ID. It was suggested that in order to ensure correct spelling, that the verbiage be written in either Word or WordPerfect, spelling checked, and then cut and pasted into the UAP document. Questions should be directed to either Ted Donovan or Heath Grimes at extension 3063.

Miscellaneous:

- a. Mr. Hutyra announced that course requests for spring are due September 24, 2003. He also indicated that there are several small classes that have been offered that do not have a code listed. He asked that these be reviewed and corrected as soon as possible. Mr. Hutyra announced that the new fall school catalogs are available and that the course listings should be reviewed for correctness. He reminded the group that all veteran certification is based on our current school catalog. If the information is not correct, our students who are veterans may not get paid. He should be notified if errors are detected.
- b. Diana Sphar questioned the recent email that indicated the correct format for TSTC Waco email addresses. She expressed concern that if older email addresses of alumni and advisory committee members would not be accepted if this change is made. Both Messrs. Stuckly and Spradling said that they would look into this decision and see what could be done.

There being no further business, the meeting was adjourned at 4:05 p.m.