

Department Chair Meeting Minutes

Wednesday, September 29, 2004

The bimonthly department chair meeting was held on Wednesday, September 29, 2004, at 3:00 p.m. in the IDEAS Center. An agenda was provided at the beginning of the meeting. No handouts were distributed.

Mr. Spradling convened the meeting and introduced Dawn Khoury and Jackie Adler who discussed the first agenda item, reporting of No Shows. Mr. Spradling later discussed the following agenda items or made the following announcements:

- 1. No Shows** – Ms. Adler discussed a problem that has occurred by having students listed as “No Shows” after the cut-off date. She explained the problems that this causes with the student’s financial aid award and also the possibility of audit findings against the College. So far, reporting “No Shows” after the final deadline has cost the College approximately \$14,000 in award returns. Financial Aid Office records found 16 new students listed as “No Shows” the day ‘after’ the final report should have been made. These additional students have caused a reduction in financial award payments of approximately \$40,000.00 to our students. Ms. Khoury restated the fact that Federal Law requires that we report all students who have not participated in a class between the first and 11th class day. Students can be removed from the “No Show” list up through the 11th class day, but not after, according to Ms. Khoury. Discussion ensued, questions answered, examples were given.
- 2. RV Location** – Mr. Spradling announced that a location has been found to house the Recreational Vehicles that will be used as lab projects. The location will be just east of the DET facility on the corner of 8th Street and Airline Drive. A drive-through shed will be constructed to protect students and the equipment from inclement weather.
- 3. Repeat Courses** – Mr. Spradling announced that it has been determined that 13 students enrolled in courses they are repeating after earning a grade of ‘B’ or better against System Operating Standards. Mr. Spradling stated that it appeared that this is an advising error and students should have their tuition and fees refunded. Unfortunately, this amounts to approximatey \$4,400.00 in refunds. Cluster directors will be provided a list of these students to determine how or why the students were allowed to enroll and how to eliminate it from occurring in the future. Discussion ensued.
- 4. Scholarships** – Mr. Spradling announced that a single source for scholarship information and dispersion is being considered to be the Financial Aid Office. Each department that offers a scholarship should notify the FA office of the amount, the duration, when awarded and the selection criteria.
- 5. State Property Disposal** - Mr. Spradling announced that there were three accepted ways to dispose of State property. They are as follows: 1). Transfer to the Department of

Corrections, 2). Transfer to a public education entity, and 3). Through surplus property sales. He suggested that departments not 'collect' or store unneeded items since the stored items could later be determined state property and then not easily disposed of. He gave an example of stored wood pallets that were later given away but were determined to be "state property" by virtue of the amount that had been kept.

6. **Parking Decals** – Mr. Spradling reminded the audience that parking decals must be displayed in a permanent fashion in the proper location on all employee vehicles. None should be taped. If citations are given, no managerial help should be solicited to remove the citation.
7. **R & R Meeting** – Mr. Spradling reminded the group that a Retention & Recruiting (R&R) meeting will be held in the Texas Room at 9:00 a.m. on September 30, 2004.

8. Miscellaneous:

- a. Mr. Spradling asked that if any department knew of any company who has hired four or more graduates at one company this past year, to please notify the IER & P office.
- b. Questions were posed in regard to the 40-hour work week, rescheduled time, and flex time. Discussion ensued, opinions given.
- c. Dr. Lynn Parks announced that Ms. Amy Patrick will become the chair of the English Department effective October 1, 2004.
- d. Mr. Spradling thanked all the department chairs for decreasing small classes on the Waco campus.

There being no further general business, the meeting was adjourned at approximately 4:20 P.M.