

Instructional Directors' Meeting  
August 23, 2005  
Minutes

Attending were Greta Hecker, Wayne Blinka, Terry Conroy, Yvonne Williams, Bob Gordon, Lynn Parks, David Day, Greta Hecker, and John Spradling.

John distributed the agendas.

[Agenda item 1] John noted that some instructors need to clean up their grade submissions from the summer term. He distributed copies of an email listing the problems.

**ACTION:** Directors will ensure that instructors in their clusters clean up summer term grade submission issues as soon as possible.

[Agenda item 2] John said he was finishing up evaluations for his staff this week. He noted that all part-time faculty should have an evaluation done annually. He reviewed personnel who still need to be evaluated.

[Agenda item 3] John noted that we need to continue to clean up inventory items that are not accounted for.

**ACTION:** Directors will continue to have their personnel clean up inventory items that are unaccounted for.

[Agenda item 4] John noted that participation in professional development day (on October 14) is mandatory for all employees.

**ACTION:** Directors will remind their personnel that participation in professional development day (October 14) is mandatory.

[Agenda item 5] John noted that the state comptroller's office will provide travel training on October 19 and 20. All interested parties should plan to attend.

**ACTION:** Directors will inform their personnel that travel training is coming October 19 and 20.

[Agenda item 6] John asked if anyone had any reservations about a mandatory attendance policy. No one did. John said there was an attendance module in Colleague we could use; the faculty would have to note non-participation after each session. Additional technology for attendance tracking should be available for FY 07. John said that the attendance policy could be set so that the student would automatically fail if the student misses 20% of his classes (or less at the instructor's discretion).

ACTION: Directors will canvass their personnel regarding the possibility of implementing a school-wide attendance policy using the attendance module in Colleague.

[Agenda item 7] John reminded everyone about the opportunity to man the phone bank on Tuesday or Wednesday nights.

[Agenda item 8] Miscellaneous

John asked David about the issue of flight fees, fuel costs, and maintenance costs in the APT program. David noted that the rates already set would be fine except for the high maintenance costs on the 152's. David said it would be best if we could get rid of them. John said we couldn't buy a new plane for every 152 sold; we just don't have the money. David said he would look at getting the Diamonds in the air more.

ACTION: David will prepare a report for John on projected maintenance and fuel costs for FY 06.

John noted that for FY 06 adjunct faculty will be paid at \$29.40 per hour for instructional hours; there will be no pay for office hours. Adjunct faculty should be limited to 18 hours per week maximum.

John distributed the final appointment letters that needed to go to faculty.

ACTION: Directors will ensure that the last appointment letters are distributed to the appropriate personnel.

John reviewed how the profits will be distributed from workforce training projects for FY 06.

John asked Lynn to work with Donna Estes regarding purchasing a new timeclock for DA as soon as possible.

Ronda noted that HR is trying to bring new instructor hires in this Thursday, but they need to complete orientation on the afternoon of September 1.

ACTION: Department chairs should be notified that their new faculty hires will need to go to orientation training on the afternoon of September 1. The location for the training hasn't been determined yet.

John said that nine-month faculty should adhere to the published calendar regarding workdays unless a trade-off week is arranged in writing between the instructor and the supervisor.

David noted that a new one-ton truck has arrived for his cluster.

David also noted that counseling is still sending students over to APT for class registration even though they are not eligible for APT classes because their remedial course requirements have not been met.

**ACTION:** David said he would check with counseling again to make sure they understand the APT entrance requirements.

Bob distributed copies of posters advertising the TSTC fundraiser golf tournament scheduled for September 23. Bob also distributed copies of the FY 06 engagement calendar.

Yvonne warned John that a student of hers would be coming to John to make an appeal to continue enrollment.

Yvonne noted that she would like to meet with John regarding Accuplacer CPT scores.

Wayne noted that he had some forms for John to sign regarding BET co-op locations.

Greta noted that Webmaster is lobbying for another instructor. John said Greta should make the call about hiring a part-timer.

John noted that he would like to meet with the cluster directors regarding small sections this Friday morning at 9:00.

Terry said she had been nominated to serve on a state curriculum consortium. She hoped that she could set up an online CE (8-hour) course on setting up measurable course objectives with the cluster directors being the teachers. At Professional Development Day the course could be explained. The sessions could then be offered annually. The cluster directors would take the class themselves first. John said that Terry should begin work on the project.

Bob endorsed the idea of having faculty participate in a certain number of mandatory teacher training hours each year.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

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**ACTION:** Directors will continue to have their personnel clean up inventory items that are unaccounted for.

**ACTION:** Directors will remind their personnel that participation in professional development day (October 14) is mandatory.

ACTION: Directors will inform their personnel that travel training is coming October 19 and 20.

ACTION: Directors will canvass their personnel regarding the possibility of implementing a school-wide attendance policy using the attendance module in Colleague.

ACTION: David will prepare a report for John on projected maintenance and fuel costs for FY 06.

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