

Instructional Directors' Meeting
Minutes
January 6, 2004

Attending were Dennis Meyers, John Spradling, Ronda Palmer, Terry Conroy, Greta Hecker, Wayne Blinka, Lance Zimmerman, Norris Martin (for David Day), Lynn Moore, Ed Price, Jerry Hutyra, and Lynn Parks.

[Agenda item 1] John announced that he was looking for two volunteers from instruction to be leaders in a new quality customer service training program.

ACTION: Names of nominees for leadership in the customer service training program should be forwarded John by the end of the week.

[Agenda item 2] John distributed copies of a notice that TSTC Harlingen's medical assisting program had gained accreditation. John said that this is a program we may consider. This is a four-semester program at Harlingen. Harlingen also does a nurse assistant program, John noted. Jerry noted that Harlingen would have a DACUM and curriculum available to us if we decided to pursue a medical assisting program. John said we would still have to do a needs assessment for this area of the state.

[Agenda item 3] John distributed copies of a listing of the Legislative Budget Board analyst. Suzan Shofner will be the LBB analyst assigned to TSTC.

[Agenda item 4] John noted that no TSTC Waco instructional personnel will be required to attend the upcoming THECB Board meeting.

[Agenda item 5] John distributed copies of a note from a disgruntled student who was unhappy with the fact that she had to pay to print off material at the library computer lab. Lynn P. said he had talked to Linda Koepf about the matter, and Linda said the policy still was not to charge to print in the library lab unless a student was abusing the privilege by printing off something like 50 or more pages at a time or if the student was printing off ink-gobbling pictures (which are charged at 25 cents per page). Terry wondered if students could download and print off materials for their DL course in the library lab.

Terry noted that the library has "Deep Freeze," a program that will restore original settings every time a computer is booted up (wiping out any added programs or files). To install a new program permanently, Deep Freeze has to be removed, then Deep Freeze is reinstalled after the new software has been added.

ACTION: Lynn P. will check to see if students using the library lab can download material for DL courses.

[Agenda item 6] John distributed copies of a listing of areas for which the Heart of Texas Society for Human Resource Management is seeking speakers.

ACTION: Suggestions for speakers for the Heart of Texas Society for Human Resource Management should go to Carrie Gayeske or John Spradling by January 12.

[Agenda item 7] John asked again for a listing of any institutional memberships that TSTC pays for.

ACTION: Listings of institutional memberships should be submitted to John by Friday, January 9.

[Agenda item 9] Ronda noted that when any money is spent out of a local account, including for travel, she must append her approval.

[Agenda item 10] John reminded everyone to do property transfers as new computers come in.

ACTION: Directors will ensure that proper property transfers are completed as newly purchased computers will come in.

John noted that additional screen and memory requirements were covered by the CUF; departments did not have to cover those expenses out of their operating.

Norris asked if he could get some hand-me-down computers for his faculty. John suggested he get some of the old SBS computers and upgrade the memory on them at a cost of about \$100 per unit.

ACTION: Norris will ask NTS about the possibility of securing some used SBS computers and upgrading them for his faculty.

[Agenda item 11] John noted that he and Elton would travel to Harlingen to look at their recruitment and retention practices and then attend the January 23 BOR meeting.

[Agenda item 12] John noted that courses should be cleaned up on the 4th day (January 13) and 9th day (January 20). Before the 12th day, directors will sit down with John to review what to look for on faculty schedules.

There will be no DC meeting on January 21; it will be held on the 28th instead.

[Agenda item 13] John noted that faculty schedules are due to John on January 30.

ACTION: Directors will submit final signed faculty schedules to John by January 30.

[Agenda item 8] John distributed copies of a listing of TSTC's "GOALS FOR 2004 and 2005." The number one goal is enrollment increase. Another goal listed was development of a new cluster of programs, including nano and fuel cell programs. John noted that some progress has already been made on a number of these goals.

[Agenda item 14] Miscellaneous

John gave Norris a couple of items for review.

Lynn P. noted that he will be canvassing for a TSTC faculty-staff coed basketball team to play against an MCC team at a scholarship fundraiser for A. J. Moore on January 31.

John noted that Dawn Khoury will run a deregistration the evening of January 7.

John noted that little progress has been made on the project of students being able to pay online, because of a programming limitation. Dennis thought we would avoid a lot of dereg problems if we had online payment.

Jerry asked if everyone had seen the information about WECM workshop number 11 coming up in Midland. Everyone had seen that information.

ACTION: Jerry needs at least four more nominees to attend the upcoming WECM workshop. He must submit nominees' names by January 9.

John noted that Ronda must approve any E&G or local money to use for out of state travel.

ACTION: Any out of state travel from any E&G or local account (not Perkins) must be approved by Ronda Palmer.

Wayne noted that Steve Betros recently went to Galveston and got information on a robot camp, which includes robot contests and demolition derbies. He will do further research to see if we can hold such a camp.

Wayne also noted that Troy Ellison is interesting in hosting a high school student for a job shadowing project. John said to proceed with the project.

John noted that there would be a department chair meeting on January 7.

Greta asked about why the bookstore was sending out invoices for some returned or outdated textbooks. Dennis said that the bookstore does this cleanup occasionally.

ACTION: John will let directors know how to respond to the bookstore invoices.

Terry said she was under the impression that the old email addresses would continue to be viable, but many personnel have lost their old alias, apparently.

ACTION: John will check with NTS regarding the ability of personnel to receive email addressed according to the old convention.

Terry asked if the phone tree would be implemented in the event of a school closure due to weather. John said it would. Terry noted that she is working on the ability to post notice of weather closing on the TSTC web page from her home.

The new TSTC web site received several compliments. Lynn P. suggested that the site include an index and search function. Terry said they were working on a search feature and would look at doing an index.

Dennis noted that additional cohorts of students from Nigeria and Angola were on the way.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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