

Instructional Directors' Meeting  
January 10, 2006  
Minutes

Attending were Bob Gordon, Selby Holder, Y'vonne Williams, John Spradling, Ronda Palmer, Mike Denn, David Day, Terry Conroy, Ron Sanders, Richard Wheet, and Lynn Parks. Chuck Abshier joined via telecommunication technology.

John distributed copies of the instructional division emergency phone tree for review and updating.

John noted that COP 7.37 "Student Graduation" was being reviewed and may be updated. Richard will assist in reviewing the COP.

Richard noted that the annual Central Texas science fair will be held at TSTC on March 2-3. Volunteers will be needed. A Nobel Prize winner will be present via telecommunication for a concluding session, Richard noted.

**ACTION:** Directors should remind their personnel that volunteers will be needed to assist with the Central Texas science fair on March 2-3; the fair will be held at TSTC.

John noted that Rob Wolaver has done some reorganization in the grants and industrial training area. All grant and contract work must be coordinated through Rob and Carliss Hyde, John noted.

**ACTION:** Directors should remind their personnel that Carliss Hyde must be notified about any grant or contract opportunity.

John noted that the Texas Guaranteed Student Loan Corp. has given us \$96,000 grant to fund our new Another Chance To Succeed (ACTS) early intervention program. The money will be used to fund tutors and perhaps a lab assistant.

The CCLP (the Community College Leadership Program from UT) will be here on February 7 for tours and interviews, John noted. Cluster Directors should be prepared to assist with tours.

**ACTION:** Directors should be prepared to assist with tours for the CCLP visitors on February 7.

John asked Selby to tell Sid Lenoir he needs to go with other TSTC personnel to make a TXU visit on February 21.

John noted that we cannot currently delete email or shred documents on campus due to a judge's ruling. The System office is studying the order and will issue clarification at some point soon.

John asked Terry to present the syllabi format to the department chair meeting on January 11 in the FSC building. Also, Mr. Gropp from College Relations will address the department chairs regarding the upcoming TSTC Road Show recruiting opportunity.

**ACTION:** Terry will be prepared to present the approved syllabi format to the department chairs on January 11.

Richard noted that the Faculty Senate was concerned about when a new hire can negotiate his salary. John said that the candidate can negotiate the salary when the offer is made.

Richard then asked if there were any pay changes associated with the lab assistant title change. John said there were no salary changes at all when the reclassification was made.

Richard then noted that some of the academic faculty had pressed the case that 15 teaching hours should be considered a full load. Lynn noted that he liked the fact that the way COP 7.30 "Teaching Faculty Productivity" is currently written, the provisions regarding workload were applicable equally to academic and technical faculty. Richard noted that a reduced load was allowable under certain circumstances with the Vice President's approval. John noted that contact hour and workload targets had to be met by the department before overload or large lecture stipends would be granted.

Richard then asked about the department chair stipend. John said that the department chair stipend was a system-wide decision, but the issue would be discussed again at the next Board of Regents' meeting, which will be held in Harlingen.

Ron noted that he needed six-year Tech Prep plans from CNS, CST, CHT, DMD, ACT, and GLM. Mike and David said they would ensure the plans are generated.

**ACTION:** Mike Denn and David Day will ensure that the six-year Tech Prep plans are completed by the CNS, CST, CHT, DMD, ACT, and GLM departments.

Ron also noted that we need to look seriously at publishing more of our own textbooks. If we're currently putting a textbook or lab manual together our own departments, or securing them from a custom publisher such as RONJON, we need to give our publishing unit the opportunity to do it right. Selby asked if royalties would still be generated for the TSTC writer if a lab manual or textbook done at the print shop now was done instead through our publishing unit. Ron said yes; the royalties would be generated for the writer (20% versus 0% now for the writer; 10% to the adopting department), and the text would then be marketable to other schools.

Bob noted that Industry Career Day would be held March 30. If anyone knows of additional industries or companies that we should invite, he or she should contact Bob with that information. We had 37 companies participate last year.

ACTION: If anyone knows of a company we should invite for the March 30 Industry Career Day activity, he or she should contact Bob Gordon.

Selby asked if July 3 would be a holiday; John said no.

John noted that no new student is registering today (the second class day) without his specific approval. Records will not process the add/drop form without John's signature.

Y'vonne asked about DORI waivers. John reminded everyone that the only way to have DORI waived is if the incoming student already has a college degree.

Chuck asked about pharmacy tech students securing proof that they had purchased student insurance policies as required before they do their internship. John thought that Bill Mather should be able to provide that proof.

John distributed lists of small classes. Any small classes that John agrees to run must have a small class code appended. He then reviewed small classes with individual cluster directors.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

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ACTION: Directors should remind their personnel that Carliss Hyde must be notified about any grant or contract opportunity.

ACTION: Directors should be prepared to assist with tours for the CCLP visitors on February 7.

ACTION: Terry will be prepared to present the approved syllabi format to the department chairs on January 11.

ACTION: Mike Denn and David Day will ensure that the six-year Tech Prep plans are completed by the CNS, CST, CHT, DMD, ACT, and GLM departments.

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