

Instructional Directors' Meeting  
Minutes  
January 11, 2005

Bob Gordon, Ronda Palmer, Wayne Blinka, Greta Hecker, Yvonne Williams, David Day, John Spradling, and Lynn Parks. Chuck Abshier joined the meeting by conference call.

Elton Stuckly visited to note that he had completed his brief tours of all the different programs. New computers and equipment looked good. Enrollment is up, and loading issues seem to be resolved. Improved funding may allow for raises this fall. Biotechnology and nanotechnology are set to begin. We still have work to do in the areas of continuing education and workforce training. Elton distributed copies of information from Francette Carnahan comparing base year contact hours, 2002 vs. 2004. Elton noted that we're on target to exceed 2002 contact hours.

John and Elton expressed interest in Sid Lenoir going to visit with TXU regarding doing lineman training. Waco needs to redouble its efforts in the workforce training area. CE classes do have to be technically related. Bob and Yvonne thought there would be a market for soft skills training in areas like customer service. Discussion ensued.

President Stuckly then left.

[Agenda item 1] Wayne discussed the issue of setting up an Internet connection booth at the upcoming NISOD convention. This year, we may use brand-new computers at NISOD, then ship them up to Waco for permanent set-up here. Wayne also thought we could use second-hand computers that are going offline. John said we might need to upgrade the cards if we use second-hand computers. It was noted that low-end computers can now be had for less than \$900.

[Agenda item 2] Wayne noted that the Texas Lyceum Association will be utilizing the Connally auditorium on January 28 for their meeting; they will need an audiovisual technician in the auditorium that day. They will be using the ITC building on January 29.

**ACTION:** Bob will make sure Terry Conroy has talked to Eliska Beaty about providing a technician to the Connally building auditorium on January 28.

Wayne also noted that we could have some displays up in the ITC building for the Texas Lyceum Association meeting. Wayne didn't think we could get the electronic core's robot there.

[Agenda item 3] Wayne noted that Jan Osburn would be working on the list of TSTC Waco achievements for presentation to the Board of Regents. The deadline for submitting achievements has already passed.

[Agenda item 4] Wayne distributed copies of a message from Jan Osburn discussing the revision timeline for the 2005-07 catalog.

ACTION: Directors will ensure that their department chairs receive copies of Jan Osburn's memo regarding the catalog revision timeline.

[Agenda item 5] John noted that we're no longer required to submit to the state a strategic plan, so we've let our old plan lapse. However, we will reformulate a strategic plan to cover a two-year period. Reformulation of the plan should begin in a couple of weeks.

[Agenda item 6] Wayne noted that IE Unit Action Plan Actual Outcome comments and oral presentations should be completed by mid-February. (These are the interim 03-04 outcomes from the 03-05 plan.)

ACTION: Directors will ensure that their department chairs have completed their IE Unit Action Plan interim 03-05 comments and that oral presentations with an IE committee member have been made by mid-February.

[Agenda item 7] Wayne noted that Darline Morris is looking for new committee members for the Institutional Effectiveness Committee.

ACTION: Nominees for new members to serve on the Institutional Effectiveness Committee should be forwarded to Darline Morris.

[Agenda item 8] Wayne distributed copies of COP 3.18 "Charges for PRO Skills." The recommendation had been made to eliminate this COP as being obsolete.

[Agenda item 9] Wayne distributed copies of revised COP 2.26 "Professional Development Release Time and Employee Scholarships." The COP is being revised so that any benefits-eligible employee is eligible to get the scholarship. Also, the revised version makes it clearer that employees must reimburse the school for their course if they get a "D" or "F" in it. Bob asked if employees could audit a course for free.

ACTION: John will ask if employees can audit a course for free. Directors will ensure that their department chairs examine copies of revised COP 2.26 "Professional Development Release Time and Employee Scholarships." Additional feedback should go to John.

[Agenda item 10] Wayne distributed copies of a report entitled "Texas State Technical College Waco Employee Ethnic and Gender Analysis December 31, 2004." Our overall student to teacher ratio is 16:1—a good ratio. We do need to work on ethnic diversity in our hiring, John noted.

[Agenda item 11] Wayne distributed copies of COP 3.19 "Official Travel of Employees and Advance Travel Payments." This COP has been updated to reflect a revised SOS. Provisions for out-of-state per diem have been updated, Wayne noted, as were provisions

regarding us of hotels that are not on the state contracted list. Provisions regarding travel advances also have been updated.

**ACTION:** Directors will ensure that their department chairs examine copies of revised COP 3.19 “Official Travel of Employees & Advance Travel Payments.” Additional feedback should go to John.

[Agenda item 12] Wayne noted that a tsunami relief fundraiser is being planned. Cash donations from the fundraiser will probably be routed to the Rotary Club Asian Relief Fund.

[Agenda item 13] Wayne noted that Waco’s enrollment should be up around 250 students from last spring. Harlingen and Sweetwater’s enrollment looks flat; Marshall’s enrollment is down.

[Agenda item 14] Wayne distributed copies of a memo from Dawn Khoury regarding the de-registration run on 1-4-05. Out of 368 students deregistered on January 4, 128 had been reinstated as of January 6.

[Agenda item 15] [John deferred this matter until it could be discussed with David Day.]

[Agenda item 16] Wayne distributed copies of a report showing the number of students on financial aid probation (828) and suspension (367) during the FA 04 term; this is a worrisome number of students in both categories.

[Agenda item 17] Wayne distributed copies of an email from Dawn Khoury regarding the number of students who have been placed on academic alert (923), probation (210), and suspension (121) as a result of FA 04 grades.

[Agenda item 18] Wayne passed around copies of the URL to access the TACC (the Texas Association of Community College) website. The website lists the TACC’s legislative priorities. As usual, increased funding was the number one issue for the TACC.

[Agenda item 19] [This item was discussed earlier.]

[Agenda item 20] Miscellaneous

Ronda noted that object codes have changed by Systems; 87374 capital equipment purchases are now labeled 77374 controlled purchases. (This refers to most computer purchases.)

Ronda also noted that purchasing the color copier SES wanted may be a problem. She gave Yvonne some information on the copier. John suggested that Yvonne utilize the print shop more rather than purchasing a color copier. Discussion ensued.

John asked if we have on board the personnel we need for this term. Discussion ensued.

ACTION: Proposed faculty schedules to validate the need for part-time faculty need to be prepared now.

John said he would visit with Donna Estes regarding a lab assistant position.

John said we should have money for overload for the spring. Overload and part-timer pay should remain unchanged.

Chuck reported that he would not need a remedial reading/writing position this term.

Greta said she had five faculty members who are light-loaded but who will have other assignments. John said the matter of faculty scheduling will be scrutinized closely.

Bob mentioned that Career Day will be held March 31.

ACTION: Bob Gordon should be emailed if new companies want to be included for the March 31 Career Day.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

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ACTION: Directors will ensure that their department chairs receive copies of Jan Osburn's memo regarding the catalog revision timeline.

ACTION: Directors will ensure that their department chairs have completed their IE Unit Action Plan interim 03-05 comments and that oral presentations with an IE committee member have been made by mid-February.

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