

Instructional Directors' Meeting
Minutes
January 13, 2004

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

The agendas were distributed.

Robert Gamboa visited the meeting to discuss the plan of the external resources development office to be more aggressive in raising money for scholarships and other campus projects. He distributed copies of a handout entitled "Areas of Understanding Critical Need." These are areas about which the external resource development office needs additional information to facilitate cooperation rather than competition of efforts in securing gifts and grants. He reviewed these areas (current departmental grant applications, 2002-03 donations, advisory board requests, corporate partnerships, and scholarship agreements). The external resource development wants to facilitate these efforts, and in some cases will help us seek a much higher level of industry support than we have previously sought.

ACTION: Directors should disseminate the "Areas of Understanding Critical Need" information from Robert Gamboa to their department chairs and have the chairs report on the requested information to the external resources development office.

[Agenda item 1] John distributed copies of COP 7.30 Teaching Faculty Productivity as approved by the president's cabinet. There are changes in the areas of assistant department chair classroom hour expectations and faculty participation in graduation. Also there is a four-hour limit on paid overload. (However, additional overload beyond the four hours can be compensated for by a reduced load or flexed schedule the next term.)

[Agenda item 2] John distributed copies of a page from revised COP 7.37 stating that students who apply for graduation must first submit a permanent address for later contact before an application for graduation will be given to them.

Jerry noted that a reference to the TASP in COP 7.37 needs to be revised out.

ACTION: John will carry forward the need to eliminate the reference to TASP in COP 7.37.

John noted that two other COP's are being discussed for revision by the president's council and faculty and staff senates.

John and Terry noted that all incoming students, including high school students taking concurrent enrollment courses, must pass an approved entrance test.

Lynn M. asked if it was true that a student could graduate with an AAS who never completed his or her GED.

ACTION: John will ask about a student seeking an AAS who doesn't have a high school degree.

John reminded everyone that we should adhere to our own prerequisites, but students who are close to passing the entrance exam may want to retest.

[Agenda item 3] John said that there is a proposal that TSTC provide Internet connectivity for Village Oaks residents at a rate of about \$15/month. Discussions on this and long distance phone service are ongoing.

[Agenda item 4] John distributed copies of email concerning a potential development opportunity in the aviation fields.

ACTION: The information regarding the development opportunity in aviation fields should be forwarded to the appropriate department chairs for consideration.

[Agenda item 5] John distributed copies of a memo from Tara Odom which explained that a 5% administrative fee would be assessed only on contributions to the Regent's Circle which had been secured by Tara's office. Contributions made at the solicitation of campus departments or contributions by TSTC employees would not be assessed that charge.

[Agenda item 6] John explained that he had been in consultation with Elton and others on copyright issues regarding using materials from out-of-print textbooks.

ACTION: If faculty members want to use extensive sections from an already-published text, proper approvals must be secured in advance. Even out-of-print textbooks are still covered by copyright laws.

[Agenda item 7] John asked everyone to wear proper regalia at commencement ceremonies.

ACTION: Everyone will wear a proper gown and hood representing their highest earned degree at commencement ceremonies.

[Agenda item 8] John asked everyone to notify NTS if they are contemplating an upgrade to their IT equipment. That way, NTS can coordinate giving the older equipment to a department that can use it.

ACTION: NTS should be notified if IT equipment is being upgraded so that NTS can coordinate giving the older equipment to a department that can use it. However, in most cases, it is possible for a department to designate where the computers should go.

[Agenda item 9] John noted that the external resource development office is trying to raise more money to go into the president's discretionary account for operating emergencies and raise more money to go to student scholarships.

[Agenda item 10] Miscellaneous

John noted that Kay Melvin from DDT has been assigned the duty of maintaining contact with TSTC graduates and interacting with them about helping with needs.

ACTION: Kay Melvin should be notified if campus personnel know of alumni who might provide resources. She should also be invited to advisory committee meetings.

Jerry noted that some department chairs are now scrutinizing their WECM offerings and are being proactive about making changes.

ACTION: Department chairs should be encouraged to look at the WECM site to ensure that their courses fall within the ranges properly and to make changes if any of their WECM courses are about to be archived.

Lynn M. asked about enrollment for the spring. She said SES was overrun with students; especially welcome were retirees coming in to train for new careers. John said that new student numbers were up significantly. The number of returning students was likely to be up once students deregistered for nonpayment were reinstated (after they had made arrangements for payment).

Greta noted that the Transformations kickoff meeting was this Thursday. There are eight teams, with about 44 participants.

Greta then asked if she might be allocated \$120 for materials for the Transformation team leaders. John thought the president's office could cover the costs.

Jerry asked Chuck to make sure that all his courses were meeting WECM requirements.

There being no further general business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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ACTION: The information regarding the development opportunity in aviation fields should be forwarded to the appropriate department chairs for consideration.

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