

Instructional Directors' Meeting
January 24, 2006
Minutes

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

John noted to Terry that he was still working out details of some out of state travel for her.

John noted that we're now entering the next phase of the SACS study of the Virtual College of Texas (VCT). John and Lance will be working on SACS criteria 2.8, 3.7.1, and 3.7.2, all regarding faculty issues. Terry will head up the response for criterion 3.4.14 regarding technology to enhance student learning.

ACTION: John and Lance will be working on SACS criteria 2.8, 3.7.1, and 3.7.2, all regarding faculty issues. Terry will head up the response for criterion 3.4.14 regarding technology to enhance student learning. Cluster directors will be responsible for reviewing and assessing faculty credentials in their units as part of the SACS response for their VCT review. John will copy the compliance certification documentation to everyone as an email attachment. Data will be due February 28 to IER&P.

John noted that Carrie Gayeske will provide the final oversight of faculty credential issues.

John noted that SkillsUSA and the science fair conflict on March 3-4. The SkillsUSA opening activities will be held in the ITC foyer. FSC will host the SkillsUSA dinner. The science fair will begin setting up in the Rec Center on March 1, and the judging will be March 3-4.

John noted that the CCLP (UT's Community College Leadership Program) visit is still slated for February 7. Cluster directors should report to the Texas Room at 9:00 for the welcome session and a Q&A session.

ACTION: Directors will meet with the CCLP students in the Texas Room of the SSC at 9:00 on February 7.

John noted that there is ongoing discussion regarding portable defibrillation units. We are looking at liability issues if we provide training on how to use the units. Selby noted that there are units made by Zoll that are virtually idiot-proof.

John noted that we need to do a better job ensuring that state vehicle logs are properly filled out and the vehicles are gassed up when they are returned. David noted that instructional vehicles come with the credit card, log, instructions, etc. all in one easy-to-use package.

ACTION: Directors will remind their personnel to properly fill out vehicle usage logs and refuel the vehicles as necessary when using state vehicles.

John noted that we have personnel going to NISOD. Those people will not need to take annual leave. The usual travel approval process should be followed.

ACTION: Directors will remind their personnel to follow the usual travel approval process if they are going to NISOD; no annual leave needs to be taken.

John noted that the fire marshal's report has been received. Rhett Reddell will confer with unit safety officers and others who need to oversee necessary corrections. Rhonda noted that in some cases it might be necessary to go to Physical Plant for problems to be fixed.

ACTION: John will follow up with Rhett Reddell regarding the process for addressing fire marshal issues.

John noted that Greta Hecker was distributing Professional Development Day evaluation data regarding presenters.

Richard noted that we don't have a good system for tracking the faculty ranking process. He has drafted a form for tracking the process, rather than trying to use the professional development form to document the ranking process. Richard then distributed copies of his draft of the faculty ranking plan tracking document. He reviewed the features of his draft. John noted that, to move up in ranking, you have to follow certain requirements for time of service, degree, etc. Service time alone or a degree alone does not enable you to move up in ranking. If you don't get an additional degree, there is a track for getting a promotion in rank based on instructional innovation.

John then noted that, since no one in the Faculty Senate had a problem with Richard's form, we can begin using it internally (although HR may still require filing of the approved professional development/ranking form). Richard said we could revise his proposed form if we want to. Discussion ensued. Selby noted that it would be good to have the cluster director sign off on the ranking plan after the department chair does.

ACTION: Richard will send John an electronic copy of the faculty ranking plan tracking document (Word version) for John's additions and corrections.

John noted that today (January 24) is the census date. All personnel should run count numbers for their classes in the morning (January 25) for the official numbers to append to their faculty schedules.

Terry noted that she had conducted a DACUM-type activity for secretaries recently. In response to the perceived needs, the IDEAS Center will be conducting training for

secretaries in some Microsoft Word features and in the new syllabus requirements. Those sessions will be conducted in the next couple of weeks.

Terry also noted that she will conduct sessions on the new syllabus requirements for other personnel besides secretaries, also. John noted that we don't have to revamp the syllabi for every one of our courses in the next month. Instead, all course materials should be reviewed and revised on a regular basis over a cycle of a year or two; syllabi need to move to the new format when this updating is done. The new syllabi are then reviewed and formally approved by the CIP committee. CIP committee approval is our mechanism for documenting institutional approval.

Bob noted that the SkillsUSA contest is an opportunity for us to set up cluster displays (unmanned) for the lobby of the Rec Center or ITC rotunda. Also, if an industry partner wants to set up an information booth on Fridays from 11-2 the weekends when SkillsUSA contests are taking place, we could accommodate.

ACTION: Bob can be contacted if there are questions about SkillsUSA booths.

Bob also noted that industry career day application for companies can now be filled out online.

Lynn asked about the issue of not deleting email. John said we still cannot delete email or destroy any information. This is per order of a federal district judge.

John noted that Lynn will be conducting the DC meeting on January 25. New bookstore point of sale and textbook management software will be discussed, John noted.

Ron distributed copies of a new webpage by which coop students could report in, be surveyed, etc. Ron also distributed copies of the contact information for instructional department's cooperative education contacts. He noted that he needs to update and expand the contact information list. John instructed Ron about some changes on the list that John noticed immediately.

ACTION: Ron will contact the department chairs regarding updating the department contact information for coop assignments and will make the changes John noted.

Ron then noted that the new web portal may or not be ready by May 1. Issues of support and training have not yet been resolved. The decision regarding the learning management system for DL classes should be made later this spring. (All instructors will eventually be directed to use the learning management system as their electronic gradebook, even if they do not use it for other DL functions.) Grade2 does not interface with Colleague, Ron noted, but the new system should.

Ron also noted that he and Terry need to glean from our faculty what computer training they need.

ACTION: Ron and Terry will canvass the faculty about what additional computer training they need.

Ron also noted that one TSTC computer class (continuing ed) is up and running at Connally High School.

Ron also noted that Embry-Riddle Aeronautical University has expressed interest in leasing space from TSTC for training purposes. They need dedicated office space and nighttime classroom space for four classes of 30 students each. Their offerings are at the baccalaureate and graduate levels.

John noted that Linda Morris is now the department chair over EHS. David Day will continue to be cluster director and will also serve as department chair over aviation maintenance.

Selby noted that he had a server be taken down for maintenance recently; print functions in the three computer labs in EEC go down when this server is out of commission. He asked if NTS could do their server maintenance during the lunch hour or after 5:00 so that students can continue to print their work during class periods.

Selby also asked if a flag could be put in Colleague so that advisors will know when students need to take DORI (as it does for new student orientation). John said he would check into this.

ACTION: John will check into the issue of putting a flag in Colleague warning when students need to register for DORI.

Selby asked when student evaluations from the fall term would be available from IER&P. John said he would check on the matter.

ACTION: John will check with IER&P regarding when the student evaluations from the fall term will be available.

Mike said he had a plumbing issue in the Connally building that needs to be resolved.

Richard asked if how we interface with other units when our databases won't interface because Novell can't process Access files. He said it would be helpful if we could load Access or Outlook. John said he would check into the matter.

ACTION: John will check into the matter of loading Access or Outlook so that databases can interface.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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