

Instructional Directors' Meeting
October 17, 2006
Minutes

Attending were Bob Gordon, Jerry Shaw, Ron Sanders, David Day, Selby Holder, Terry Conroy, Lynn Parks, and Richard Wheat. Chuck Abshier joined the meeting via telecommunication.

The agendas were distributed.

[Agenda item 13] Ron noted that Jerry Shaw had been appointed the new computer cluster director; Tom McGee had been appointed new MCI chair; and Susie Starman had been appointed new DMD chair (in addition to being chair of CST).

[Agenda item 1] Ron distributed copies of a report showing the number of short course/DL course offerings programs plan for SP 07. Ron noted that he had received additional offerings from DMD. Also, DA will offer their flex entry courses until 7:00 p.m., and math has offerings that are not yet showing up on the report. Jerry said there were also DL offerings in his cluster that are not showing up on the report. Ron said he would check for updates with the areas that show one or no offerings.

ACTION: Ron will get updated information for the SP 07 short course/DL course list to Bob as soon as possible.

[Agenda item 2] Ron distributed copies of an email regarding NISOD's call for proposals. The proposals for presentations at the May 20-23, 2007 NISOD Conference in Austin are due by December 15. [Note that NISOD is the week before Memorial Day.]

[Agenda item 3] Ron distributed copies of an email regarding a reorganization of the Academic Affairs and Research Division of the Texas Higher Education Coordinating Board. The new Instruction and Academic Affairs Department will be led by Dr. Roger Alford. Terry noted that Brenda Montemayor is typically our point of contact with the Coordinating Board.

[Agenda item 4] Ron distributed copies of an update on the Eastern Williamson County Higher Education Center. The update notes that Chuck McCarter (512-365-2787) is the Temple College point of contact with the Center.

[Agenda item 5] Ron distributed copies of an email noting that the TSTC Waco marketing staff had won a number of awards at the National Council for Marketing and Public Relations District 4 Conference. The "100s of Reasons" print and video advertising series and the Tech Times newsletter were among the award winners.

[Agenda item 6] Ron noted that this year's physical inventory of property needs to be finished by November 1. Lists of property that was unaccounted for were distributed to the appropriate cluster directors.

ACTION: All outstanding property inventory reports will be cleaned up and submitted to Mr. Khozein's office by November 1.

[Agenda item 7] Ron distributed copies of an email from Mike Buck regarding areas of concern from the State Fire Marshall. The Marshall requests that colleges address the issues of cooperation with local fire departments, notifications required in case of fire, and natural gas piping testing.

[Agenda item 8] Ron distributed copies of information regarding a web conference to be held December 4 entitled "Approaches to Improving the First Year Student Experience." The conference will be 12:00-1:30 p.m.

ACTION: Information regarding the web conference to be held December 4 entitled "Approaches to Improving the First Year Student Experience" will be distributed to all interested personnel.

[Agenda item 9] Ron distributed copies of information entitled "Regional Partner Roles and Responsibilities." The information pertains to regional centers of excellence being set up for the American Welding Society. TSTC Waco will be a regional partner and will offer relevant certification examinations, Ron said.

[Agenda item 10] Ron distributed copies of an email from Lynn suggesting that remedial students be routed into "culturized" or applied remedial courses in one of three tracks (mechanics, electronics, and computing). Lynn noted that only 21% of incoming students who need remediation actually graduate with a certificate or AAS. He explained that, in his proposed "pre-tech" type program, students would take one or two regular introductory technical classes in their chosen major and have targeted remedial classes in their cluster, perhaps team-taught with SES faculty and an instructor from that cluster. The remedial classes would incorporate material appropriate for that cluster. Bob suggested that the students be assigned mentors from students in their program or cluster. Terry suggested running a pilot program. Bob suggested we include a hand tools unit. David noted that diesel and automotive students do need to know some math, especially conversions from fractions to decimals and from English to metric, and know how to do basic measurement functions. Lynn said that even in our college-transferable academic courses, we could probably do a better job showing applications of the material to students' technologies. Discussion ensued.

[Agenda item 11] Ron distributed copies of an email from Vicki Stieg, the Head Elementary Counselor for Waco ISD, applauding Nanette Torres for a great presentation to WISD 4th, 5th, and 6th graders about preparing for college.

[Agenda item 12] Ron distributed copies of an email listing those TSTC Waco employees who will attend TSTC's Strategic Innovation Conference on December 4-5. Ron noted that Chuck was one of the "volunteers" who will participate.

[Agenda item 14] Ron noted that the Mike Denn family had expressed thanks to the TSTC family in the Waco Tribune-Herald, and there will be a scholarship golf tournament in Mike's honor next spring.

[Agenda item 15] Miscellaneous

Jerry noted that two MCI students would be receiving \$5,000 scholarships from the National Association of Broadcasters. The award ceremony will receive some publicity, Jerry said.

Richard noted various changes coming from the TSTC System. Management Council was being replaced with a new cabinet with broader input. Also, there was discussion of a streamlined faculty grievance procedure. In the revised procedure, the faculty member can present their problem to the faculty senate ombudsman and a representative from HR. Then, the matter could be arbitrated. If there was still no satisfactory resolution, it would go to the appropriate vice president.

Richard then distributed copies of a handout entitled "Faculty Expectations for TSTC Colleges." Richard said he had drafted the policies and would like feedback from the directors (the policies are not for general distribution at this point). Richard said his intent was to set up some broad expectations without placing faculty into a position where they're being micromanaged.

David noted that many faculty are still concerned about refueling procedures. There's a lot of misinformation out there about these procedures, he noted. If you're going off-campus, you should file a requisition estimating the total amount of fuel you're going to need. Also, one estimated requisition can be filed for refueling on campus or off campus for the entire year. Chuck noted that he has to file a requisition each month. David noted that the real bottleneck to refueling on campus is retrieving a work order each time a vehicle is refueled. David said it would be good if someone from purchasing came to a department chair meeting and explained the refueling requisition procedure, and someone from physical plant came and explained the refueling work order system.

ACTION: Ron will check into the possibility of having someone from purchasing come to a department chair meeting and explain the refueling requisition procedure, and someone from physical plant come and explain the refueling work order system.

Selby said he was still looking for one additional room for RV training the first week of classes in January. David said the FSC ballroom should be available.

Selby asked about the policy regarding use of state vehicles versus personal vehicles. If a state vehicle is available, it should be used whenever possible, Ron said. However, if you're not insured by the state, you shouldn't be driving a state vehicle.

Terry asked about the drug testing policy. David thought the “near accident” provision would not stand up in court. Richard said feedback on the policy could be routed back to him; he was collecting it and would continue to work on it.

ACTION: Additional feedback on the school’s drug testing policy should be routed to Richard.

Bob noted that he had a good meet the candidate meeting at the FSC ballroom today, hosted by the Lacy Lakeview Chamber of Commerce.

Lynn asked if the carpet in PGCC building was ever going to be replaced. Jerry said they were still talking about it.

Selby noted that before any building modification can take place, the proper form and multiple signatures must be secured.

Ron gave a quick update on HEAF purchases. He also noted that the federal Health and Human Services funding bill with the earmark for TSTC will not be voted on until later this year. (The earmark is for \$350,000 for instructional equipment.)

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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