

**Instructional Directors' Meeting
Minutes
Tuesday, October 26, 2004**

Attending were Bob Gordon, John Spradling, Ronda Palmer, Wayne Blinka, Greta Hecker, Yvonne Williams, David Day, and Lynn Parks.

John distributed a handout showing program enrollments for the FA 04 term. We are up about 200,000 contact hours over FA 03.

The agendas were distributed.

[Agenda item 1] John distributed copies of information regarding the fall meeting of Lonestar+. The meeting will be November 4 from 8:30 to 4:00 at the Coordinating Board in Austin. The meeting is on "What Do the SACS Principles Mean for Us?" Greta said that she would attend. Bob asked if anyone from IER&P would be attending. Bob also thought it might be good to see if Terry Conroy would like to attend.

[Agenda item 2] John noted that Student Appreciation Day went well overall, and we hope to do it every term. We fed nearly 600 people. However, we need more faculty and staff assistance.

ACTION: All departments should be informed that Appreciation Day will be done every term, but we will need more faculty and staff assistance.

[Agenda item 3] John distributed copies of the proposed Spring 2005 Registration Schedule. John noted that he has proposed keeping offices open till 6:00 p.m. from January 10 to January 13. If a student walks in at 5:30, we need to call counseling and make sure they will stay open to accommodate the student. John noted that there might be alterations to this schedule, but it should remain largely as listed.

[Agenda item 4] John noted that if anyone needs to book the ITC Atrium, the JBC auditorium, the DL lab in Aerospace, and the computer training lab in TSC 165-166, then they should contact Lora Sims in the IDEAS Center.

[Agenda item 5] John noted that the Executive Cabinet session before the Board of Regents meeting will focus on "success," so we need to be prepared to measure, report, and celebrate TSTC success. Ultimately, John said, if we can find and publish TSTC success stories, we will enhance our standing with and funding from the legislature. We need to look at how we measure success currently, and how we can better define and measure success.

[Agenda item 7] Miscellaneous

John asked David and Wayne to pursue the issue of securing one or two ConEx shipping boxes and converting them into temporary housing. The other campuses will also secure boxes and will compete to see who can create the best housing.

[Agenda item 6] John said that on the new name tags there were approximately 20 character spaces for the employee's name and 35 spaces for title and/or department.

ACTION: John should be sent the completed name tag file by anyone who hasn't submitted it yet.

John noted that we are being charged by the Physical Plant for tire and battery disposal. He asked David how many tires and batteries instruction used; David did not think it was very many.

ACTION: David will investigate how many tires and batteries his programs dispose of annually and report to John later on the matter.

Greta noted that a lady from the THECB needed representatives from CAD, electronics, and information technology to serve on a site visit team for a proprietary school (ITT in Richardson). Greta said she would work on finding the appropriate personnel.

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

SUMMARY OF ACTION ITEMS

ACTION: All departments should be informed that Appreciation Day will be done every term, but we will need more faculty and staff assistance.

ACTION: John should be sent the completed name tag file by anyone who hasn't submitted it yet.

ACTION: David will investigate how many tires and batteries his programs dispose of annually and report to John later on the matter.