

Instructional Directors' Meeting
October 31, 2006
Minutes

Attending were Bob Gordon, Terry Conroy, Ron Sanders, Fred Khozein, David Day, Selby Holder, Tony Taylor (for Jerry Shaw), Lynn Parks, and Richard Wheet. Brenda Montemayor visited for the first part of the meeting.

[Agenda item 1] Fred distributed copies of a proposed COP entitled "Human Subjects Participating in Research Studies." Carliss Hyde is in the process of making some revisions to this draft.

ACTION: Directors should review the proposed COP "Human Subjects Participating in Research Studies" and get any feedback to Carliss.

[Agenda item 2] Fred distributed copies of information regarding the employment outlook in home appliance repair. Rob Wolaver is looking into setting up a home appliance repair program as a CE offering, Fred said.

[Agenda item 3] Fred noted that a graduation luncheon will be held November 2 for students completing the Remotely Operating Vehicle (subsea robotics) program.

[Agenda item 4] Fred noted that British Petroleum is talking with Rob Wolaver about training/contract projects to increase revenue.

[Agenda item 5] Fred distributed copies of information and an application for the Disney Institute Keys to Excellence session coming February 1. Seats cost \$400 each, but some scholarships are available to campus employees, Fred said.

ACTION: Copies of the information and application for the Disney Institute Keys to Excellence session should be disseminated to all interested parties. Any employee who does apply for a scholarship should be firmly committed to attending the February 1 session.

[Agenda item 6] David said that we're in the process of getting advertising wraps for the new Ford Escapes. The wraps cost about \$1500 each but look really cool, he said.

[Agenda item 7] Fred noted that Sophia Mullen and Alexis Neumann are interested in hosting a TSTC alumni retreat, perhaps to be held the same weekend as next spring's College Preview.

[Agenda item 8] Fred noted that we have 98 short courses lined up for the spring term. Marketing has the information, Ron said. Brenda noted that the short course terminology was confusing, and matriculated courses and CE courses were mixed together. She said we need a better process for lining up the short courses for the summer term.

Brenda also addressed the issue of taking away access for course input from the input specialists. She said that there have been numerous problems cleaning up section numbers, instructors, etc., but those issues should be resolved if we have one input office. Brenda told Terry that Terry would be responsible for cleaning up some section information in WebCT. Terry said she had not heard that. Discussion ensued. Brenda said we had to have a centralized office for course input so that there will be appropriate interface between Colleague and WebCT. Brenda said we could still tinker with the input process, but she hopes that we can get to the point where course input is done much earlier than it currently is. Discussion ensued.

Brenda also noted that there would be a WECM training session on February 23 at MCC. Topics covered will include WECM access, archived courses, CE courses, program inventory, etc. Brenda needs to know who will attend. Fred suggested that Brenda to communicate directly with the Directors regarding curriculum, course input and any other concerns.

ACTION: Personnel interested in attending the February 23 WECM training session at MCC should contact Brenda. Cluster directors should plan to attend. Brenda will communicate with the directors regularly regarding any issues and concerns.

Brenda also noted that additional Colleague training sessions will be coming in January.

Brenda also noted that a number of programs had submitted revised curricula to her office for review.

ACTION: Cluster directors should remind their department chairs to file curriculum updates with Brenda Montemayor.

[Agenda item 9] Fred distributed copies of a listing of small classes from the SU 06 term. TSTC Waco had 2.99% classes with 6 students or less, and another 4.8% with 7-9 students. That is a significant increase from previous terms, Fred said. We need to do a better job limiting the number of small classes we offer.

ACTION: The small class report will be distributed to the appropriate department chairs for their consideration and planning.

[Agenda item 10] Fred distributed copies of a proposal from Tony Taylor regarding scheduling. Tony said that a lot of students don't want to go to classes on Mondays or Fridays. Tony suggested that we try setting up courses in 2-hour blocks on TWTh. Lynn noted that incorporating hybrid elements might enable the classes to be offered on a compressed basis. Tony said he might could run a pilot program next spring, based on two 2-4 technical classes. Tony said it has helped his retention in the past to offer most of his classes Monday through Thursday, giving students Friday off. Discussion ensued.

[Agenda item 11] Fred distributed copies of a notice from the THECB listing various current Closing the Gaps initiatives, including housing "Field Specialists" on various

campuses to serve as liaisons between colleges in a particular region and the Coordinating Board. TSTC will house the Central Region's THECB Field Specialist. We do not pay the field specialist's salary, Fred noted.

[Agenda item 12] Miscellaneous

Fred noted that he would be out the rest of the week to go to the Board of Regents briefing. Ron will hold the Wednesday department chair meeting, and Lynn will step in for Thursday and Friday.

David noted that fuel cards should be left in the TSTC vehicles; it causes problems when they're misplaced. Vehicles should typically be scheduled no more than a month in advance.

David also noted that he and his personnel do not need to be negotiating rental agreements for flight line space. However, he will always do tours.

Fred noted that we will propose selling our two Eagle Mooney aircraft and buy instead two Diamond Eclipses trainers and a Arrow Piper. The Eagles have proven a hard to land for our students. There has been three major repairs on the Moonies due to prop hitting the runway, costing a fortune.

Ron distributed copies of a draft checklist for reviewing DL courses (syllabus, required elements, policies, etc.). This checklist should help instructors put together stronger DL offerings. Current DL courses also should adhere to minimum requirements.

ACTION: Terry will email the proposed checklist for DL course approval to the directors. The directors will forward that information to their personnel.

Selby distributed copies of fall building utilization report. Lab rooms must be used 25 hours per week and lecture rooms 38 hours per week for full utilization, he reported. This report is unofficial.

ACTION: The unofficial fall building utilization report should be disseminated to the appropriate department chairs for their consideration and planning.

Lynn asked if SES would still be moving to the ASC building some time next summer. Fred said the move of SES was contingent upon ITC having space for AER and AVI, but it didn't look like that space would be ready until FA 07 or SP 08.

Richard gave a brief report on a meeting this week with System personnel, faculty senate representatives, etc. Richard said the issue of the school giving a reason for nonrenewing faculty was still being discussed, but System seemed more amenable to the idea than previously. Also, there may be more flexibility regarding nine month work calendars.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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ACTION: Copies of the information and application for the Disney Institute Keys to Excellence session should be disseminated to all interested parties. Any employee who does apply for a scholarship should be firmly committed to attending the February 1 session.

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