

Instructional Directors' Meeting
October 4, 2005
Minutes

Attending were Bob Gordon, Ronda Palmer, Wayne Blinka, John Spradling, David Day, Yvonne Williams, Ron Sanders, Terry Conroy, Richard Wheat, and Lynn Parks.

The agendas were distributed.

Gloria Wiley from the campus veterans' office visited the meeting to discuss the issue of dual degree programs for veterans. She said that no dual major curricula were approved for veterans for FA 05. She recommended that department chairs approve dual degree arrangements immediately. There has to be at least nine hours' difference in the two programs, but the programs have to be related. The dual programs have to be approved by the department chair, VP for Student Learning, curriculum office (Brenda Montemayor), and Gloria Wiley. You can't have a degree and certificate combination; the combination must be two AAS or two certificate programs.

Gloria distributed copies of a sample dual degree submission form. John said the submission should list all the courses required with the lecture/lab hours listed. Terry suggested that a dual degree submission form with instructions be located on the website for easy access.

Gloria said we still need to submit the dual degree applications for the current FA 05 term (just back-date them). Listing the name of the student seeking the dual degree is no longer necessary. For FY 07, Gloria needs the dual degree applications in by June 1, 2006.

ACTION: Directors will ensure that their department chairs submit dual degree applications as soon as possible for FA 06, and that applications for dual degrees for FY 07 are submitted by June 1, 2006. Applications for dual degree arrangements should be approved by the department chair and cluster director and then forwarded to John Spradling.

[Agenda item 1] John distributed copies of materials from Yvonne Williams related to TSI testing. Yvonne explained that, beginning this term for all SES courses, students have to do the coursework and pass the final to pass the course (they cannot just retest to place out of a course after the term begins). Students in 0200 courses will be required to take the CPT again, but a passing grade on the CPT retest is not the sole criterion for passing the course. Yvonne noted that students in remedial English courses must still make a 6 on the essay exam to pass.

[Agenda item 2] John noted that during the month of October, TXDOT will be doing some surveying to see what roads are needed around campus. Random drivers at entrances will be stopped and surveyed, which may cause some slowdowns.

[Agenda item 3] John noted that from October 1-December 31, the mileage reimbursement will be increased to 48.5 cents per mile (due to a governor's directive). However, employees need to use school vehicles whenever possible, especially since no additional funding was provided by the state to cover the increased mileage reimbursement.

[Agenda item 4] John noted that the next Board of Regents' meeting will be held October 19-21 in Sweetwater. John will attend the meeting.

[Agenda item 5] John noted that the President is the only person authorized to close the campus or departments. With regard to the entire campus closing due to inclement weather, Charles Reed will make the decision in consultation with the president. Departmental closures will be approved by the president at the recommendation of John or the CFO, respectively.

[Agenda item 6] John noted that outstanding personnel will be recognized monthly. Nominations should be forwarded to John. The employee's name, department, and why they are outstanding should be noted when making a nomination.

ACTION: Nominations for outstanding employee for October should be forwarded to John by October 11. The employee's name, department, and why they are outstanding should be noted when making a nomination.

[Agenda item 7] Miscellaneous

John noted that persons who will need to be absent from Professional Development Day need to secure approval from the president's office. Personnel who haven't registered yet for PDD activities should register immediately.

ACTION: Employees who have not yet registered for Professional Development Day activities should be reminded to do so immediately.

John noted that we're the only TSTC college which can report FA 05 headcount and contact hour increases to the Board of Regents.

Robert Gamboa visited to note that the recent golf tournament was well attended. He noted that LULAC assisted with sponsorships.

Ronda reviewed with Chuck what HEAF/CUF purchases had been approved for Palacios and Fort Bend.

Ronda reminded everyone to send her an email notice so she can review HEAF/CUF purchases before they're approved.

ACTION: Ronda Palmer must be notified via email when a HEAF/CUF requisition has been prepared for her approval.

Ronda also asked the directors to approve purchases from departments' local accounts before they go to Ronda.

ACTION: Directors will append an approval on requisitions when departments are making purchases from their local accounts. After directors have approved, Ronda Palmer must be notified to approve the requisition.

John reminded everyone to submit personnel actions by the first day of the month.

ACTION: Department chairs will be reminded to submit personnel actions by the first day of the month.

Terry asked about the status of her Perkins operating money. John said the plan was to reduce Terry's allotment, but the reduction had not taken place yet. John said he would check with Sandy Pulliam on the matter.

ACTION: John will check with Sandy Pulliam on the issue of reducing Terry's Perkins allotment to balance the Perkins budget.

Terry asked who had been through DACUM training. Lynn, Wayne, John, and David all confessed to having been through the training. Terry asked if we should schedule another session in becoming a DACUM facilitator, perhaps with the other TSTC colleges invited to participate. Discussion ensued. John said he would check to see if the other TSTC colleges wanted to attend.

ACTION: John will check with the other TSTC colleges to see if there were personnel interested in coming here and receive the training to become DACUM facilitators.

Terry reminded everyone that Perkins equipment must be purchased by October 14.

ACTION: Department chairs will be reminded to make HEAF/CUF and Perkins equipment purchases by October 14.

David asked about intercollegiate sports. John said we had one externally-sponsored team. David asked if school vans should be used to transport the team to away games. John said that such requests should go to Charles Reed (or recruiting services). John asked David to check with Vincent Taylor and/or Charles Reed.

ACTION: David will check with Vincent Taylor and/or Charles Reed regarding use of a TSTC van to transport a sports team to an away game.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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ACTION: Employees who have not yet registered for Professional Development Day activities should be reminded to do so immediately.

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ACTION: Directors will append an approval on requisitions when departments are making purchases from their local accounts. After directors have approved, Ronda Palmer must be notified to approve the requisition.

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