

Instructional Directors' Meeting
Minutes
October 5, 2004

Ronda Palmer, Sandy Kleypas (for Wayne Blinka), John Spradling, Greta Hecker, Yvonne Williams, Lynn Parks, David Day, and Bob Gordon. Chuck Abshier joined the meeting via telephone.

The agendas were distributed.

[Agenda item 1] John noted that the TSTC campus (streets and everything!) is now included on City of Waco maps. Credit the Marketing department for this small victory.

[Agenda item 2] John noted that our Marketing department submitted seventeen entries for awards in a regional marketing competition; we have received notification that we will receive ten awards, including one for our I-35 billboard, diesel's program brochure, DMD's VR component, and the campus viewbook. The awards should garner us some additional publicity.

[Agenda item 3] John noted that we recently received favorable audits in the CTEN and construction areas.

[Agenda item 4] John distributed copies of information regarding the Veterans Day Parade on November 11. Students should be made aware of this opportunity.

ACTION: TSTC students, especially those who are veterans, should be encouraged to participate in the Veterans Day Parade, which starts at 11:00 in downtown Waco on November 11.

[Agenda item 5] John distributed copies of a form to be used when we acquire surplus property such as a Quonset hut full of pallets.

ACTION: Department chairs should be instructed to use the Certificate of Acquisition form when they have acquired surplus property for the college.

[Agenda item 6] John noted that Professional Development Day will be held on Friday, October 15. An email with a link to a sign-up page has been sent out. Classes will be canceled that day.

ACTION: All faculty and staff will be reminded to sign up for the Professional Development Day sessions to be held October 15.

[Agenda item 7] John noted that the old command line interface for Colleague is going away at the end of the day. He distributed a list of personnel who have not yet received training in the new GUI-based Colleague.

ACTION: Personnel who need to use Colleague should line up training in it as soon as possible, whether the training is delivered formally or informally.

[Agenda item 8] John noted that the Campus Holiday Reception will be held the first week in December in the Food Service building. David asked if FSC could start planning now; John said they would need to talk to the President's office.

[Agenda item 9] Miscellaneous

John asked Lynn to collect the credentials from Mrs. Borens for participation in TSTC Human Experimentation Research Council.

Sandy asked if schedulers were supposed to put 15 weeks on the log sheets now. John said the designation should remain 16 weeks (because we're meeting 55 minute hours).

Ronda noted that various computer requisitions recently submitted have been lumped together into one requisition. By lumping the orders together, we generated some savings per unit.

John noted that directors should personally sign requisitions; stamps should not be used.

Bob noted that Kay Melvin and Donna Wishon put on a good function for our alumni last week.

Chuck asked about the status of a coop student who had been terminated by his employer. John recommended Chuck receive notification from the employer and then give the student a failing grade for the course.

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

SUMMARY OF ACTION ITEMS

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ACTION: All faculty and staff will be reminded to sign up for the Professional Development Day sessions to be held October 15.

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