

Instructional Directors' Meeting Minutes
October 7, 2003

Attending were John Spradling, Wayne Blinka, Lynn Moore, Jerry Hutyra, David Day, Dennis Meyers, Lynn Parks, Greta Hecker, and Terry Conroy.

The agendas were distributed.

[Agenda item 1] Mike Huneke visited to give an update on the Boy Scout merit badge college. He said that the initial response has been very favorable. He distributed copies of a list of available merit badges. There are so many skill areas that just about anyone who wanted to teach a skill could find an matching merit badge, he explained. The plan is for the merit badge college to have 12 hours of instruction available. He is looking at having the campers come Friday afternoon and stay until Sunday morning. April 16-18 is the likely date. Mike then distributed copies of a tentative agenda. An introduction to the merit badge areas would take place from 8:00-9:00 Friday evening, with the college taking place 8:00-11:30 and 1:30-5:00 on Saturday and concluding 8-11:30 Sunday. Mike noted that there will be plenty of adult supervision; Greta said that there will always be two adults present at all Scout activities.

Greta suggested that we be putting out feelers for sponsors to fund t-shirts or help subsidize the cost of the two lunches. The meals, shirts, portapotties, and fliers would be the expense items for the school. Terry said she might have a small amount of local money she could contribute to the cause.

Dennis said we could recoup contact hour funding for these sessions.

Mike then distributed copies of a timeline for planning the event and copies of a map of the Longhorn council (all troops in the Longhorn council would be eligible to attend).

Greta also noted that the Girl Scouts would be interested in our hosting a similar event late next fall.

Greta said that about 250 Scouts come to the Baylor merit badge college, but they don't do a "camporee." David pointed out that if we do a camporee with the merit badge college, we could have a much larger turnout.

Jerry suggested that we put a cap on the number of scouts we'll register.

Mike pointed out that the Scouts would usually lead a sunrise-type worship service on Sunday morning.

Greta said we would assess how much volunteer help we'll have, which will help us assess what we should set the registration cap at. John said we should tentatively shoot for a cap of 300 Scout participants. That way, we can begin to get a good handle on what our costs really are. Mike said each merit badge class should be capped at 10-20 Scouts.

The Scouts will have insurance, it was noted.

Mike also pointed out that volunteers from the community will likely come in to teach merit badges in certain areas. Mike also noted that they had received about seven responses from campus personnel who were interested in conducting a training session or otherwise assisting.

For each of the badges, you can buy a booklet or get a lot of information online (at meritbadge.com, etc.), Mike said.

Terry said she would post information regarding the upcoming camporee on our website.

In many cases, Greta noted, students would be going into TSTC facilities and using TSTC labs.

Dennis said we could put in enough hours for the student to get the merit badge at a presentation ceremony at the end of the camporee. This is different from most merit badge colleges, where Scouts only start on one or more badges.

TSTC student clubs could assist with teaching or do a fundraiser selling snacks. Pat Tome at Student Online Services could send out information on the camporee to all the student email addresses, Terry noted.

Dennis said we could roll the necessary 50 cent-per-hour CE tuition into the registration fee.

ACTION: John will ask the President about any necessary approvals for the proposed Scout camporee/merit badge college. He will then relate to Mike what comes next.

[Agenda item 2] Regarding reinstatement of students deregistered, John said he had talked to three students. In one case, we were at fault for not tracking the student's payment correctly. In two cases, students kept attending when they were not notified by their instructor they had been deregistered.

ACTION: Instructors will be reminded to keep checking their rosters every day for the first twelve class days to ensure that students are eligible to attend. We must not have students attending who have not paid.

[Agenda item 3] John noted that there will be a limit for the entire campus of \$12,000 total from E&G for out of state travel. Pam Price is checking to see how much of that we have already spent for the current fiscal year. (The \$12,000 cap is for E&G money only; it doesn't include Perkins and local accounts.)

David asked if VICA travel money typically comes from E&G. John said we typically used Perkins for VICA faculty travel and a local account for VICA student travel.

[Agenda item 4] John asked those directors with vehicles to check and see if their vehicles have traveled 10,000 miles in FY 03. This check should help us prep for an audit of our vehicle usage.

Dennis noted that we have some trucks in the DET program that are not driven regularly. John said we do need to assess those vehicles, too.

ACTION: The appropriate directors will assess the usage of their vehicles and give their reports to John.

[Agenda item 5] John distributed copies of an announcement for the Microsoft David R. Pierce Faculty Technology Award.

ACTION: Directors will make their faculty aware of the Microsoft David R. Pierce Faculty Technology Award.

[Agenda item 6] John noted that the Exxon-Mobil students will graduate Dec. 17, in the Connally Auditorium.

ACTION: Lynn P. will ensure that DORI classes are out of the Connally Auditorium by 4:00 on December 17, so that it can be used for the Exxon-Mobil graduation ceremony.

[Agenda item 7] John reminded everyone that Professional Development Day registration is continuing. Terry said if you don't sign up you won't get a lunch ticket. Personnel should either be at professional development day, or doing some crucial task at their station, or on leave.

ACTION: Directors will spread the word that personnel who have not yet registered can still do so. If faculty or staff will be assigned to their station that day, John should be notified.

[Agenda item 8] John noted that Wayne Matthews will attend the Coordinating Board meeting at the end of October and will give a report on Participation and Success initiatives, Institutional Effectiveness initiatives, dual credit issues, etc.

[Agenda item 9] John noted that IE unit action plan presentations should be scheduled for October, if they haven't been already.

ACTION: Directors will schedule their IE unit action plan presentations with the IER&P office if they haven't already. The deadline for making the presentations is October 31.

[Agenda item 10] John noted that parking issues continue to be raised, including designated parking spots. Spots designated for particular administrators will be blacked out and redesignated as "employee", "handicapped" or "visitor".

John distributed the latest version of the Instructional Division Emergency Telephone Tree.

John noted that Bob Gordon has information regarding the students' Who's Who program.

[Agenda item 11] John related the following items from the recent Vice Presidents' meeting.

- Michael Bettersworth of Systems is looking at a uniform software platform for online courses.
- Enrollment, System-wide, is down one student. Waco is up 48 students overall. Palacios is down nine students.
- TSTC's current remediation plan will be modified to remove references to TASP but will otherwise continue in effect through FY 04. Systems will drive formulation of a new Success Initiative plan, but representatives from TSTC Waco's counseling, SES, and academic areas will be on the task force to help formulate the new plan.
- Rider 50 on the Appropriations Bill creates an exclusion on contact hour reimbursement for students taking a course for the third time. That includes students who have failed or drop a course. The impact this term for TSTC Waco should be about \$377,000. We will look at a higher tuition charge for students who are taking the course for the third time or more. Also, students will not be allowed to repeat courses who have already earned a C or better.
- The FY 05 calendar will be 16 week fall, 16 week spring, and 13 week summer.
- Summer '04 Camp TSTC will be August 1-3 or 8-10 in Waco.
- There will be more of a drive to market TSTC systems-wide. The pitch will be for general employment areas, not specific programs.
- We will continue with our current reporting measures regarding teaching load reporting issues, with the matter to be studied further later.
- The proposed faculty discipline and dismissal policy was discussed, but no action was taken; we will continue under current SOS and COP guidelines.

[Agenda item 12] Miscellaneous

Wayne distributed copies of the current validation rosters and asked what the cluster directors were supposed to be validating. The records office should already have the students' drop dates (on the drop forms, which the records office has, and the information

at the top regarding instructor, etc. should already have been verified). Jerry suggested that Dawn Khoury be consulted on the matter. Lynn P. suggested that the roster is the last chance to catch students who are attending but who had been deregistered. Terry then called Dawn Khoury and asked her what the purpose of the rosters were. Dawn responded that the rosters show what students are eligible to attend class (they are listed as “new” or “add”). Faculty do not need to try to verify drop dates, etc. The auditors require a separate no-show roster. The registrar’s office will verify drop and withdrawal dates.

Greta asked when the next CIP committee meeting would meet. John said the matters of who will be placed on the CIP committee or when the next meeting will be have yet to be finalized, although the CIP committee should meet in October.

Greta also noted that great-looking poster-sized pictures of various technologies (on foam board) are now located in the Connally building.

Terry said she had been talking to new GIS instructor Bradley Davis, and he is planning on having his students construct a new on-line TSTC map that has zoom-in, scroll, etc.

Jerry noted that four faculty members have been designated (Tinker Clift, Martin Knudson, Ronnie Martin, Charles Styron) to attend the upcoming WECM workshop meeting in Midland.

ACTION: The appropriate cluster directors should help arrange travel for the WECM workshop attendees.

Jerry said that in order for his department to meet some of its goals, the department chairs should be asked if they need any training from him on curriculum issues with Colleague, scheduling, WECM, etc.

ACTION: The cluster directors will canvass their personnel about any training needs that Jerry Hutyra could provide. Bring the results back to Jerry next week, including preferred dates and times.

Wayne noted that the new campus phone books are out.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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ACTION: Instructors will be reminded to keep checking their rosters every day for the first twelve class days to ensure that students are eligible to attend. We must not have students attending who have not paid.

ACTION: The appropriate directors will assess the usage of their vehicles and give their reports to John.

ACTION: Directors will make their faculty aware of the Microsoft David R. Pierce Faculty Technology Award.

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