

Instructional Directors' Meeting Minutes  
November 4, 2003

Attending were Ronda Palmer, Jerry Shaw (for Greta Hecker), Terry Conroy, Wayne Blinka, Lance Zimmerman, Howard Childs (for Lynn Moore), Ed Price, Tracie Heuttel (for David Day), Dennis Meyers, Lynn Parks, John Spradling, Dale Norwood, and Edd Clark.

John distributed to the cluster directors lists of students who have active restrictions that will likely delay their ability to register this month for their spring term classes. For example, students who have holds because they owe money for tuition and fees will not be allowed to register early. John said there would be a meeting next week to discuss student holds.

The agendas were distributed.

[Agenda item 1] John noted that the library is posting campus-wide email to their website; they really don't need to do this.

**ACTION:** Lynn will talk to Linda Koepf about not posting campus-wide email to the library website.

[Agenda item 2] John noted that Chad Baucum, CMT graduate, will be invited to be our commencement speaker.

[Agenda item 3] John said that productive discussions had been held regarding additional program marketing initiatives. There will be an additional commercial produced with the perspectives of an IT employer, a chemical/environmental employer, and a laser/electronics perspective.

Terry noted that one marketing idea was to assign a different 800 number for each element of a publicity campaign (one for TV commercials, a different one for billboards, etc.) so that the effectiveness of the different elements can be gauged. Dale noted that Eliska Beaty is already doing a separate 800 number for each new marketing campaign. John also noted that Dennis Meyers had been to San Francisco studying how to market better to older students.

[Agenda item 4] John announced that the school will not pay for additional lateral degrees this fiscal year due to budgetary constraints.

[Agenda item 5] John noted that there is some concern about campus committees overstepping their bounds by promising resources to various projects that really might not be available.

**ACTION:** Committees should be reminded that they do need to seek authorization, typically from the president, before promising resources for projects.

[Agenda item 6] John noted that counseling personnel had been trained in inputting test scores, which should help improve Colleague data available to advisors. Also, cutoff scores for placement have been reviewed and regularized, although they may change again in January.

[Agenda item 7] John reported that, in January, the THECB (Texas Higher Education Coordinating Board) will set TAKS scores to be used for college entrance. Lynn noted that we had Math and English representatives at the THECB meetings this week as the TAKS scores are being discussed.

[Agenda item 8] John distributed copies of highlights from Wayne Matthews regarding a recent meeting of the THECB. John pointed out some key items, such as they are studying the issue of accountability regarding meeting “Closing the Gaps” goals.

John noted that we can currently waive tuition and fees for academic classes being offered for dual credit students and still get contact hour reimbursement if our teacher goes there; as of 04-05, we can get reimbursement and the high school can still get seat time payment even if the dual credit academic courses are held here. Ed pointed out that during the summer term, there is no waiver for tuition and fees for high school students taking TSTC courses.

John also noted, from Wayne’s notes, that state technical colleges had lost a significantly higher percentage of funding this biennium than community colleges had. John did not have an explanation for that discrepancy.

[Agenda item 9] John distributed copies of an article regarding the upcoming release of SES instructor George Wilhite’s new novel, “The Texas Rodeo Murders.”

[Agenda item 10] John distributed copies of a pamphlet advertising TSTC’s Computer Science & Engineering Technology (CSET) Scholars Program. This is a scholarship program for full-time students in computer science and engineering fields funded by an NSF grant. Recipients will be chosen based on academic performance and financial need.

[Agenda item 11] John noted that there had been a suggestion to put a bounty on new student enrollment (paying a referral fee per head to current students who bring in new students). John said, in part due to budgetary constraints, that type of program will not be pursued this year.

[Agenda item 12] John noted that the TSTC hosts who assisted with the recent LBB visit will receive recognition from the President.

[Agenda item 13] John distributed copies of an email from Barbara Selke-Kern regarding the plan for diverting 5% of cash donations to the TSTC Regents Circle toward administrative costs. There was a concern that colleges did not have any input into

Regents Circle policies (such as this one). Ed noted that he had served on the Regents Circle Board of Directors for three years, but he was replaced by Barbara Selke-Kern. Some directors voiced concerns that the new policy might not be satisfactory with all givers and might hurt contributions.

[Agenda item 14] John said that the proposed assistant to the President position might work out as an internship position.

[Agenda item 15] John distributed copies of an email message from Dawn Khoury regarding entry of mid-term grades. Midterm grades should be entered well before November 21 so that students can make informed decisions about dropping courses.

[Agenda item 16] Miscellaneous

John distributed copies of a handout entitled “Employers in the Courtroom: Oh, what a tangled (and expensive) web employers weave.” The handout explains that if an employee is not given a promotion, the real reason should be explained.

The registrar’s office typically puts in transfer credits after the 12<sup>th</sup> class day. John asked Dawn Khoury if the remedial and academic courses could be put in on the spot if a prospective student is carrying transcripts. The counseling and registrar’s offices are looking at this. Dawn will request that any new student coming in will carry along at least an unofficial transcript. John thinks that one-for-one academic transfers will be put in on the spot. Ed said assigning articulation credit is easier now because of clearer coding on students’ high school transcripts; we need to make sure we get that credit assigned properly so that students are not signing up for courses they do not need to take.

Regarding remedial mathematics, we had previously set our scores to meet TASP. With TAKS, we will have to reset scores; John noted that Dr. Wilke would like to beef up the entrance requirements for students coming in to college math and college algebra. If we decide to do that, Howard noted, we will have to beef up the rigor of Math 0200. John pointed out that if the TAKS exit score is correctly established, then a student passing the test with that score really should be ready for college math. Lynn pointed out that Otto is concerned about a large number of students who have passed the TASP or our highest-level remedial course but still are unprepared to pass college math. One option would be to provide additional WECM math courses that the student could then take to further beef up their math skills. Howard said that we need to provide some kind of support for those students.

John said that if an advisor is looking at a transcript and Colleague and sees that a transferable course has not been put in yet, the advisor should be able to call the registrar’s office and have the course put in immediately.

John said that the “wait list” feature might be a good tool to use. If students who are signed up for a course drop out, the students on the wait list can be contacted to see if they want to enroll.

ACTION: Cluster directors should ask their department chairs if they want to try using the wait list. Students on the wait list still have to be contacted to see if they want in the class (assuming a slot becomes available) and specifically moved from the wait list into the registered list; they wouldn't automatically roll into the registered list as slots become available.

John noted that DORI 0100 is currently the setting in which we disseminate mandated instruction in various issues (AIDS, etc.); however, we could cover those elements in a separate, up-front orientation session and devote DORI 0100 to study skills development. In that scenario, every new student would have to go through the new orientation session (there would be no waivers for that). DORI 0100 would then be reserved for students who need special help with academic preparedness or students who went on academic alert status. Ronda asked what would happen if a student went on academic alert multiple times—would he have to retake DORI? Terry suggested that Larry Davis make the call about whether or not they would have to repeat DORI.

ACTION: Cluster directors will ask their department chairs about having a general orientation session for all incoming students and making DORI a study-skills class for targeted students.

John noted that Ronda Palmer is now on board as the new Budget Coordinator for Instruction.

Ronda said she needed to learn which budgets she will be working with.

ACTION: Directors should provide to Ronda a complete list of their departments' local and E&G accounts and who has approval authority.

Jerry asked about the three-year faculty evaluation cycle. He asked if we are currently ending the second year of the cycle.

ACTION: John will investigate what year in the three-year faculty evaluation cycle Greta's cluster is in. John noted that if clusters are in the second year of the cycle, which requires a classroom observation, those really should be completed before the end of this term.

Additional training in personnel assessment will be coming, John noted.

Wayne asked about the sequence for processing out-of-state travel requests. John said that after the cluster director approves, the request should still go to him, at this point.

Dennis asked if some training for the Texas Department of Health should be run for continuing education credit. The training will be offered free, so to run it as continuing education, we will have to pay the tuition for the trainees. Or, we can ask trainees to pay \$20 each if they want CEU credit. John recommended going with that option.

Edd noted that we currently have 50 international students from Nigeria and Russia doing instrumentation training, high-voltage electrical training, etc. Next year, we may do \$2.4 million in training for ExxonMobil. We're also doing some other major training projects and have bids out for more, Edd said. He would like to be doing \$30 million per year in training by 2010.

Jerry asked the directors to remind all schedulers NOT to use "TBA" if scheduling a course in a room on campus. TBA's must be corrected by the 12<sup>th</sup> class day of the term, John noted, but would be better not to use them at all. Flight courses are excluded—Jerry doesn't use a building or room for them.

Dennis noted that rooms, times, and instructors for continuing education courses are not initially listed; John said those elements would have to be assigned at the appropriate time.

Lynn noted that he had made some progress in cleaning up, with the help of Jan Osburn and Robin Stinson, the DL information in the spring course bulletin. He did not have time to address the prerequisite column with all the confusing "Q-Test" score information. Terry said that Fred Nelson in the IDEAS Center should be able to do "if-then" replacements to take out the technical jargon and put in readable information before the information is given over to the printers; he would just need a good table explaining what the Q-Test information means.

**ACTION:** John will ask about coordination of the information going into the course schedule bulletins to ensure that the information is as user-friendly as possible.

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

#### SUMMARY OF ACTION ITEMS

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**ACTION:** Committees should be reminded that they do need to seek authorization, typically from the president, before promising resources for projects.

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