

Instructional Directors' Meeting
November 1, 2005
Minutes

Attending were Norris Martin (for David Day), Y'vonne Williams, Ronda Palmer, John Spradling, Selby Holder, David Macik (for Mike Denn), Ron Sanders, Lynn Parks, and Richard Wheel. Chuck Abshier joined the meeting via telecommunication.

[Agenda item 1] John invited everyone to attend the TSTC Waco Scholarship Reception on Tuesday, November 8 at 5:30 p.m. in the atrium of the ITC building.

[Agenda item 3] John noted that the Board had approved demolition of building 8-2.

[Agenda item 4] John distributed copies of positions associated with the proposed SkillsUSA Standing Committee. Don Sharp will be the project coordinator. John still needs volunteers for contest coordinator, volunteer coordinator, facility & custodial coordinator, and industry/outside of campus coordinator.

ACTION: Nominees for positions on the SkillsUSA Standing Committee should be forwarded to John by November 11.

[Agenda item 5] John noted that when TSTC personnel are getting their TechOne cards, they must provide proof of identification if they plan to use their cards as a debit card. Otherwise, they don't have to show proof of identification or have their picture re-taken.

[Agenda item 6] John noted that TSTC would host an air show on November 12. The event is free, but there is limited admission to a dinner and dance.

[Agenda item 7] John noted that the president has initiated luncheons for outstanding personnel. Nominees for October and November outstanding employees should be forwarded to Alexis Neumann.

ACTION: Nominees for the October and November outstanding employee awards should be forwarded to Alexis Neumann as soon as possible.

[Agenda item 8] John noted that a new Colleague support staff organization would be announced by the president next week.

John asked Selby to check with Rufus Lamere regarding construction of a coin or hologram in commemoration of the 100th anniversary of Texas First State Bank. Texas First State Bank has been a strong supporter of TSTC for a number of years.

ACTION: Selby will check with Rufus Lamere regarding construction of a coin or hologram in commemoration of the 100th anniversary of Texas First State Bank.

[Agenda item 9] Miscellaneous

John noted that flight fees will increase next spring after approval by the Board.

[Agenda item 2] John asked Lynn to review the proposal that academic classes require a “C” for passing rather than a “D,” which is the current standard. Lynn outlined why the proposal was being made. Selby pointed out that it takes a “C” to transfer an academic course anyway, so if students pursue a four-year degree later on, a “D” grade means they would have to retake the course. John suggested that until we can get the SOS addressed, grades calculations could be adjusted for the spring term so that a 70-77 would get a “D.” John noted that the change might impact the “three-peat” costs for the school. Richard thought some AAS students might never graduate with the more challenging standard. Ron noted that some of our graduates go out and are a bit of an embarrassment because their writing/documentation skills are so poor. Richard suggested that there be more writing assignments in humanities, since the majority of our students don’t take ENGL 1302 Composition II. Richard also suggested that more writing should be required in technical courses, with students being held accountable for writing mechanics. Ron thought that raising the standard would send a good message that the academic skills are important. Lynn suggested that Amy Patrick and Otto Wilke be invited to departmental meetings or advisory committee meetings to discuss issues of student preparedness, the nature of assignments, etc.

ACTION: John will check with his counterparts at the other TSTC colleges regarding their views on the issue of raising the passing standard on academic courses to a “C.”

John noted that the next department chair meeting will be November 9. Richard will conduct a closed session with the department chairs.

Norris noted that our new policy of no late registrations made things go smoother in his department, since they didn’t have to deal with students who came in late.

Selby asked for confirmation on the date for returning students to begin spring term registration. John said that registration for returning students will begin November 14.

ACTION: Directors will inform their personnel that registration for returning students will begin November 14.

Selby asked about not using TIBH for dry erase markers, etc. John said he should document problems with the TIBH complaint form and file those forms with April Strickland.

Richard noted that some campus committees never seem to meet and yet they produce directives, such as the IE committee.

Richard asked if we can do Course Improvement Surveys every term, instead of once a year. John said that they should be done every term for new hires and for instructors with low scores. It was noted that the CIS can be given without taking too much time; the environmental survey, on the other hand, is too long.

Richard also asked about the size of remedial classes. John thought we could look at self-paced classrooms with a tutor. Y'vonne said SES does have some self-paced basic-level courses, but she thought that the effectiveness of the course was compromised if there are too many students, even in an open lab setting.

ACTION: Y'vonne will contact Harlingen and discuss movement of students through their remedial coursework.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: Nominees for positions on the SkillsUSA Standing Committee should be forwarded to John by November 11.

ACTION: Nominees for the October and November outstanding employee awards should be forwarded to Alexis Neumann as soon as possible.

ACTION: Selby will check with Rufus Lamere regarding construction of a coin or hologram in commemoration of the 100th anniversary of Texas First State Bank.

ACTION: John will check with his counterparts at the other TSTC colleges regarding their views on the issue of raising the passing standard on academic courses to a "C."

ACTION: Directors will inform their personnel that registration for returning students will begin November 14.

ACTION: Y'vonne will contact Harlingen and discuss movement of students through their remedial coursework.