

Instructional Directors' Meeting
Minutes
November 2, 2004

Attending were Bob Gordon, Wayne Blinka, John Spradling, Greta Hecker, Yvonne Williams, David Day, and Lynn Parks.

The agendas were distributed.

[Agenda item 1] John distributed copies of the draft of the "Semester Scheduling Events and Due Dates Summer 2005."

ACTION: Any suggestions for revisions to the "Semester Scheduling Events and Due Dates Summer 2005" should go to Jerry Hutyra.

[Agenda item 2] John described "imbedded assessment" as an effort to build ongoing assessment and improvement into the materials and delivery of the course. This is an approach that is popular with schools initiating continuous quality improvement processes. On Friday from 8:30-4:00 there will be a meeting in the IDEAS Center focusing on imbedded assessment.

ACTION: Each cluster director should email John by Wednesday, November 3 with the name of a participant for the imbedded assessment training.

[Agenda item 3] John noted an upgraded entry-level salary has been put into place for the following:

Custodian
Groundskeeper
Interpreter
Departmental Secretary

The pay modifications have already been done and the affected instructional personnel have been notified, John said.

[Agenda item 4] John noted that the Physics Circus would like to expand their activities this spring over what they normally do. They hope to use the IDEAS Center (for static displays) and perhaps the FSC Ballroom. Brenda Suggs may be contacting instructional personnel for assistance. This is the final year of the federal funding for this project, but we are hoping for continuing funding from Baylor to keep the Physics Circus going. David noted that the FSC Ballroom is a fallback location for holding DORI classes.

[Agenda item 5] John noted that if a department needs a facility modification, the cluster director should make requests directly to David Goodman (ext. 3704) and to work with David regarding how to cover the costs of the project. Bob asked if there were plans to repaint interior walls in the FSC building. John did not think so. Greta asked if there

were plans in place to replace the flooring in the Provence Center. John said the Provence Center was due for a new HVAC system, but he didn't think there was a plan to replace the floor. Stained concrete was suggested as an alternative for the Provence Center's worn-out carpet.

ACTION: Cluster directors should work with David Goodman regarding facility modifications and how to cover the costs of such projects.

[Agenda item 6] John distributed copies of the Coordinating Board's report regarding higher education faculty and staff serving as expert witnesses in lawsuits.

[Agenda item 7] John distributed copies of an email from TACTE regarding the President's Award for Excellence. John wasn't sure if we have anything in the works on the scale big enough to win the award, but if anyone has an idea on the matter, he or she should contact John. Greta suggested the Physics Circus or CTEN Online. Both of these projects involve links between secondary schools, two-year colleges, and four-year colleges, which is probably something TACTE is looking for, John said.

ACTION: Anyone with a proposal for a TSTC project that might win the TACTE President's Award should contact John.

[Agenda item 8] John noted that TSTC has been asked if we would be interested in participating in the Mid-Tex Farm & Ranch Show, perhaps by providing the catering. The show is in the first part of January. David said that would be tough for the FSC department to pull off, coming right after the holidays. At the least, we should have a booth from College Relations there, John said.

ACTION: David will talk to Debbie DeFee about providing the catering for the Mid-Tex Farm & Ranch Show and to the DSM program about providing the tractor troubleshooting activity.

[Agenda item 9] Miscellaneous

John noted that van training is coming November 4 at 10:00 a.m. and 1:30 p.m. The training lasts two hours. A makeup session will be provided later. Anyone operating a 10- or 15-passenger van should attend a session. The training will be in the IDEAS Center. David asked if cards would be issued to training completers. John didn't think so, but suggested that the cluster directors keep track on a database of who has done the training.

ACTION: All personnel who drive the vans should plan to attend a training session on November 4 (or plan to attend the make-up session to be scheduled later).

John asked to meet with David on Thursday afternoon.

Greta noted that she was going to the Coordinating Board on Thursday. John asked her to keep notes of what she learns.

John noted that he would be in a meeting at Systems on Wednesday and half a day Thursday. Course improvement surveys will be a topic of discussion.

Greta noted that the Transformations team working on on-line credit card payments by students has presented its information to Systems.

John noted that the Chancellor will discuss the shipping container issue further with the interested businessman (Mr. Sneed).

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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ACTION: Each cluster director should email John by Wednesday, November 3 with the name of a participant for the imbedded assessment training.

ACTION: Cluster directors should work with David Goodman regarding facility modifications and how to cover the costs of such projects.

ACTION: Anyone with a proposal for a TSTC project that might win the TACTE President’s Award should contact John.

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