

Instructional Directors' Meeting  
November 29, 2005  
Minutes

Attending were Ron Sanders, Y'vonne Williams, Terry Conroy, Ronda Palmer, John Spradling, Chuck Abshier, David Day, Selby Holder, Mike Denn, Lynn Parks, and Richard Wheet.

John distributed the agendas.

[Agenda item 1] John noted that any curriculum changes need to go to Brenda Montemayor, not Jerry Hutyra. If a new course is being created, or if a course is being substantively altered, the issue needs to go before the CIP committee.

[Agenda item 2] John noted the TSTC System office will make a general purchase of the AutoDesk software, and each college will reimburse System for the number of licenses they need.

[Agenda item 3] Ron distributed copies of information about the grant-funded classes the Connally would like for us to deliver. The classes are for 7<sup>th</sup> and 8<sup>th</sup> grade students, not for high school students, John noted. Connally wants classes two days a week, 4:00-5:15, in small engine repair, Lego robotics, and gaming/digital media. They will pay \$18/hour for instruction plus money for materials and a prep time hour. It might be a good long-term recruiting effort, Ron said. Ron also noted that Connally is interested in some computer classes for adults. Ron thought it was time for a meeting with the Connally contact person (Ms. Odell) and appropriate TSTC personnel. Discussion ensued. John noted that we would need to have an audit trail showing that the instructor going to Connally to teach has put in a 40-hour TSTC workweek.

**ACTION:** Ron will arrange a meeting with Ms. Odell from Connally ISD and appropriate TSTC personnel regarding training classes for SP 06.

[Agenda item 5] John noted that professional development day make-up would be held December 9. Personnel who missed the professional development day in October should attend.

**ACTION:** John will distribute a list of personnel who need to attend the professional development day make-up session on December 9.

[Agenda item 6] John reviewed the current registration numbers. He said we looked to be a little down in new students but a little up in returning students, but it's still very early.

[Agenda item 7] Miscellaneous

John noted that changes in the Hazelwood Act mandated by the legislature might impact us negatively; the act now allows veterans to take coursework (including flight classes) without a tuition charge or fees at TSTC.

John reminded everyone that any grant activity must be coordinated with Carliss Hyde in the grants office.

**ACTION:** Directors will remind their department chairs that any grant activity must be coordinated with Carliss Hyde in the grants office.

John noted that Brenda Montemayor, the Director of Administrative Technology Support, will begin reporting to Elton; Wayne Blinka and Tina Skidmore will report to Brenda. Instructional Colleague reports should be requested from Brenda.

Terry reminded the directors that they would need to meet regarding the DACUM on December 15 & 16. Terry noted that there will be a total of three DACUM's going on, for supervisors, department chairs, and cluster directors.

Ron distributed Tech Prep plans for various departments to the appropriate directors. He needs them to be reviewed and returned to Anita Steele by December 16.

**ACTION:** Directors will forward the revised Tech Prep plans to their department chairs. The plans need to be reviewed and returned to Anita Steele by December 16.

Lynn noted that the library staff had drafted a response for the SACS review of the Virtual College of Texas. After the librarians check the Internet links, the response should be ready for Darline on November 30.

Mike asked if the LBB personnel would be here on Thursday; John said they would.

Selby noted that there is a problem with the ash cans getting emptied. John said Physical Plant should be notified if there seems to be a problem.

David noted that he is now housing and maintaining the instructional vehicles.

**ACTION:** If instructional personnel need a vehicle, they should consult David Day's office.

John asked Richard if he could find some faculty members to help him with the project of refining COP 7.30's provisions regarding course development, flex time, etc. A maximum of 4 hours overload will be paid each term, John noted. Discussion ensued.

**ACTION:** Richard will canvass for faculty members to work on the project of refining COP 7.30's provisions regarding course development, flex time, etc.

[Agenda item 4] John went over the overload/large lecture payout for the FA 05 term with various cluster directors. Discussion ensued. John clarified that the DL course multiplier applies only to faculty workload hours per week, not headcount; so, a DL course with 26 students would not generate a large class stipend.

Richard suggested using the term “OLC” (overload compensation hours) on faculty schedules to designate time being granted instead of overload compensation (rather than using the term “flex time”). John noted that the actual courses taught, office hours, and approved release time are the only things that must be put on the official faculty schedule. Ronda reminded everyone that what’s on the faculty schedule must match the times the classes are set up in Colleague. Further discussion ensued.

**ACTION:** John will finish reviewing the overload/large lecture requests and resend the report to the directors after he’s finished revising it.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

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**ACTION:** John will distribute a list of personnel who need to attend the professional development day make-up session on December 9.

**ACTION:** Directors will remind their department chairs that any grant activity must be coordinated with Carliss Hyde in the grants office.

**ACTION:** Directors will forward the revised Tech Prep plans to their department chairs. The plans need to be reviewed and returned to Anita Steele by December 16.

**ACTION:** If instructional personnel need a vehicle, they should consult David Day’s office.

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