

Instructional Directors' Meeting
Minutes
November 30, 2004

Attending were Bob Gordon, Ronda Palmer, Wayne Blinka, John Spradling, Greta Hecker, David Day, Lynn Parks, Yvonne Williams. Chuck Abshier joined the meeting via telephone.

The agendas were distributed.

[Agenda item 1] John noted that FA 04 new student enrollment is up about 15% from FA 03.

[Agenda item 2] John distributed copies of a notice from the THECB regarding reductions in HEAF allocations; TSTC Waco would stand to lose approximately \$80,000 per year from 2006-2015 under this proposal.

[Agenda item 3] John distributed copies of a letter from UT regarding an upcoming visit on February 8 of students in the Community College Leadership Program.

ACTION: Directors should plan to discuss their clusters with the CCLP participants on February 8.

[Agenda item 4] John distributed copies of a letter from Chancellor Segura to Steve Ogden, Chair of the Senate Finance Committee. In the letter, the Chancellor explains why the TSTC System should receive a higher funding formula than the state's community colleges. John also noted that we hope to utilize Workforce Development leverage to enhance our lobbying for additional funding.

[Agenda item 5] John said that April Strickland is holding all nametag orders until December 10, when the next nametag order will be placed.

ACTION: Anyone needing to order additional nametags should make sure that April has the order information by December 10.

[Agenda item 6] John noted that we need to hurry up and get all corrections made to the Bookstore on-line book database for the SP 05 term.

ACTION: Any further corrections to the Bookstore inventory database should be entered by this Friday (December 3). Submitting a hard copy of book requests to Flo Darwin is not necessary.

[Agenda item 7] John noted that it is Instruction's responsibility to ensure that students complete their Graduate Exit Survey before they are issued certification for graduation.

ACTION: Faculty should be reminded that students must complete the Graduate Exit Survey before students are issued certification for graduation. John will send to the directors the link for checking to see which students have completed the survey.

Bob suggested that graduating students be instructed to access the computer system and fill out the graduate exit survey; only then could they access the graduation application. John said he would consider this idea.

[Agenda item 8] John asked if everyone had received the message regarding nominations for the Chancellor's Excellence Awards. Everyone had. The deadline for submitting initial nominations to the President's Office is Friday, December 3. The supervisor's input regarding nominees must be in by December 13.

[Agenda item 9] John distributed copies of the FA 04 overload report to the cluster directors. (See further discussion below.)

[Agenda item 10] Miscellaneous

John noted that the Registrar's Office is supposed to be doing the one-for-one (identical rubric) course transfers, especially for academic courses.

ACTION: John will check to ensure that the Registrar's Office is doing one-for-one course transfers.

Chuck noted that he had submitted a transcript for transfer credit several weeks ago, but the course hadn't been transferred yet. John said he would check on the exact process for assigning transfer credit.

Bob reminded everyone that the Staff Senate brunch would be tomorrow (December 1) from 9-11.

Lynn asked if A. J. Moore's Ron Tipton had forwarded to Wayne the course objectives that their engineering academy students will have completed by the end of their junior years. Wayne said he had received that information. Lynn said he would schedule another meeting in January to discuss with AJM personnel the TSTC "summer internship" program for AJM's Academy of Engineering students.

David noted that AER and WLT require books that could be purchased on-line at a discount from what the TSTC bookstore charges. John noted that we cannot, as an institution, initiate a competition to our bookstore. However, students can be given information about purchasing options.

Dave noted that several students out of AUT cannot register for classes properly due to a glitch in the TSI prerequisites. A student's SAT or ACT scores may be high enough so that students do not have to take the TSI, yet the computer still says they need a basic remedial course.

Yvonne noted that Wilson Boggess Jr. had resigned. John asked her to forward Wilson's letter of resignation to Ronda so that we could begin the termination process.

Greta noted that Lance had suggested we begin a chapter of the Alpha Phi Omega service organization.

Greta also noted that the BSA (Boy Scouts) merit badge college will be April 15-17. We have also tentatively scheduled May 14 for a Scout Show (with exhibits by various troops).

Discussion ensued about the Overload Pay FY '05 handout. Chuck asked about how to calculate his loading. John said he would go back and check on how we need to calculate his loading. In some cases, large lecture payments were not issued because the department's average loading was not high enough, John noted. (375 contact hours per week per instructor and a prorated 18 hour per instructor load is the minimum threshold for getting overload or large lecture pay, per the latest revision to COP 7.30.)

\$78,880 will be the total payout for large lecture and overloads; that is more than half the available funds for the year, John noted. We might be forced to cut back on payouts before the end of the school year.

John proposed eliminating payment of one office hour per part-time instructor starting SU 05.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: Directors should plan to discuss their clusters with the CCLP participants on February 8.

ACTION: Anyone needing to order additional nametags should make sure that April has the order information by December 10.

ACTION: Any further corrections to the Bookstore inventory database should be entered by this Friday (December 3). Submitting a hard copy of book requests to Flo Darwin is not necessary.

ACTION: Faculty should be reminded that students must complete the Graduate Exit Survey before students are issued certification for graduation. John will send to the directors the link for checking to see which students have completed the survey.

ACTION: John will check to ensure that the Registrar's Office is doing one-for-one course transfers.