

Instructional Directors' Meeting
November 8, 2005
Minutes

Attending were Bob Gordon, Lynn Parks, Terry Conroy, Ronda Palmer, Ron Sanders, Y'vonne Williams, Selby Holder, Mike Denn, Richard Wheet, and John Spradling. Chuck Abshier joined the meeting via two-way telecommunication.

[Agenda item 1] John noted that a scholarship reception would be held today in the ITC foyer from 4:00-6:00.

[Agenda item 2] Mike noted that about half his department chairs thought that raising the passing score to "C" on academic courses would make it more difficult for many students to complete their academic requirements. But there was also some support for the idea of raising the passing standard. Richard noted that this change in policy would apply to all support courses, not just academic courses. Richard also noted that this change in policy was proposed by a technical program; the academic areas didn't originate the proposal. Richard thought it might be good if individual major programs could decide for themselves what the support course passing standard should be.

John noted that he will present the proposal to the student government association and the faculty senate next week. He will also discuss the issue with the instructional VP's at the other TSTC colleges. No decision has been reached yet.

[Agenda item 3] John noted that the deadline for cleaning property out of building 8-2 will be 12-1-05. If property is not cleared out by then, it will be thrown away. Mr. Diamond will allocate some additional storage space in the old math area of the central receiving building.

ACTION: The appropriate personnel will be reminded to clean all property out of building 8-2 by the 12-1-05 deadline or else the property will be thrown away.

[Agenda item 4] John said we received a \$1 million award to do training for L-3 in partnership with Paris Junior College. We're also finalizing another \$1.3 million grant training award.

[Agenda item 5] John asked Lynn if the library keeps any statistics on library usage by the general public (non-TSTC students or personnel). Lynn didn't think that Linda Koepf kept such statistics, but he said he would ask her. John noted that the idea had been floated of assessing a charge for library services to members of the general public.

ACTION: Lynn will ask Linda Koepf regarding the amount of traffic and number of requests for library services by the general public.

[Agenda item 6] John noted that this fall's commencement speaker would be Mr. Tom Hawke with Free Flight. He has been an active supporter of our avionics program.

[Agenda item 7] John asked that the material from the “Collegiate All-American Scholar Program” be disseminated to the department chairs. Bob said that the “Who’s Who” list he gathered earlier this term might have names that could be included. There are scholarship opportunities associated with the “Collegiate All-American Scholar Program.”

ACTION: John needs names of student nominees for the “Collegiate All-American Scholar Program” by December 1.

[Agenda item 8] John noted that we will reopen the Building Construction program in FA 06. The aviation programs are also looking at new partnerships with Embry-Riddle and Tarelton.

ACTION: Suggestions for new programs and specializations should always be forwarded to John.

[Agenda item 9] Miscellaneous

John noted that Richard Wheet will conduct a close session with the department chairs in lieu of a usual department chair meeting on Wednesday, November 9.

Selby asked who would cover for Dawn Khoury during registration.

ACTION: John will check to see about who was covering for Dawn Khoury during registration.

Ron noted that the department chairs would be contacted soon regarding updating their training plan for co-op assignments. Also, he hopes to revamp the co-op program to make it more efficient and less expensive (including on-line reporting).

Ron also said he and Terry would be meeting this Thursday with certain campus secretaries regarding training sessions they would like to see offered.

Ron noted that he can pull down data about articulated courses, so we can check to see that all students are properly credited with articulated courses.

Terry noted that training in conducting DACUM’s will be held before Christmas for selected personnel. We will probably do a DACUM on “department chair” and “director” as the culmination of the week-long DACUM training.

Chuck noted that he will talk to Greg Guercio in the bookstore regarding some issues this Friday afternoon. John suggested they meet at 1:00.

ACTION: Chuck will try to arrange the meeting with Greg Guercio regarding bookstore issues for Friday, November 11, at 1:00.

Greta noted that BITC will run Jan. 12 through April this spring from 3-5 on Thursday afternoons. The course is mandatory for all new instructors. (She is also hoping to change the name of Basic Instructor Training Course.)

Greta also noted that there is a new COP which states that interview questions must be cleared beforehand with HR.

ACTION: Supervisors making new hires should work with Greta in HR regarding interview processes and allowable interview questions.

Terry said we needed to look again at having a campus coordinator for events. This person should be coordinating room scheduling, maps, parking permits, etc.

ACTION: John will address the issue of a campus coordinator for events next week.

John also noted that he will be discussing the issue of an instructional vehicle pool.

Elton Stuckly visited the meeting to discuss the issue of doing training at Connally ISD.

Elton noted that Terry Odell from Connally ISD is their grant person. She also coordinates their adult education courses and the extended school day program, which is designed to introduce middle school students to technology. She is looking for some of our advanced students or current faculty to come teach some of these technology courses. The courses generally last six weeks, either MW or TT afternoons from 4:00-5:30. The adult ed classes meet in the evenings. The pay is \$18-25 per hour. We could probably work with the faculty member to allow the flexibility in their schedules to go meet the classes without using vacation time, John noted. Small engines and computer gaming might be areas they're interested in. John said that Connally might bring the students out here to access labs. John also said the courses might be set up for CE credit (meaning we could get contact hour reimbursement).

ACTION: Elton will talk with Terry Odell on Wednesday and will have her contact Ron Sanders on the matter.

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

SUMMARY OF ACTION ITEMS

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