

Instructional Directors' Meeting
Minutes
December 2, 2003

Present were Terry Conroy, Lance Zimmerman, Dennis Meyers, Lynn Parks, Ed Price, John Spradling, Lynn Moore, Jerry Hutyra, Ronda Palmer, Greta Hecker, and David Day.

The agendas were distributed.

Robert Gamboa visited to discuss National Engineers' Week. He distributed copies of a report entitled "Land of Plenty: Diversity as America's Competitive Edge in Science, Engineering and Technology." He discussed the program for a National Engineers' Week luncheon to be held on Wednesday, February 25, 2004. He is hoping to get engineer Elaine Mendoza from San Antonio to be the speaker.

ACTION: If anyone has ideas about the National Engineers' Week luncheon—how to fund student participation, etc.— or other ideas for activities that week, then those ideas should be forwarded to Robert Gamboa or Wayne Blinka.

Dale Norwood visited to discuss computer specifications. He said that he wanted to make one aggregate purchase of computers to save on costs per unit. He reviewed the specs for the machine he has in mind. He recommended units with a separate video card, CD-RW, traditional 17" monitor, floppy disk, 512K memory, etc. The cost would be about \$950 per unit. Wayne noted that he needed a lab with flat panel monitors for Sandy Kleypas.

Ronda reminded everyone that NTS schedules moving and installation of computers, relocation of hand-me-down computers, etc. Janice Otto should be contacted for installation and moving of computers.

ACTION: Information regarding the new standard specs should be disseminated as soon as they are available, and the purchase requisitions submitted as soon as possible. Ronda will modify the requisitions that have already been submitted. The same number of units should be ordered as originally planned. Any requisitions on local accounts or the HEAF/CUF accounts should be submitted (unapproved on requisition line 26) to Ronda.

Greta asked when the last date to submit the requisitions would be. John said those requisitions are due this week. Wayne asked if it mattered if the computers were being purchased with Perkins funds. John said the fund source didn't matter. Dale said that NTS and Ronda are coordinating on placing the order to Dell.

ACTION: Wayne will check with the business office to ensure that his Perkins order is lumped in with the general computer purchase.

Dale noted that proposals had been received for the wireless networking project for the Red River apartments.

Dale also noted that he would be installing a gaming server for the SkillsUSA VICA contest next spring.

[Agenda item 1] John distributed copies of a notice regarding the AAHE Focus on Learning Workshop Series session entitled “What Faculty and Administrators Need to Know about Learning,” to be held February 20-22 at the University of Maryland.

ACTION: Information should be disseminated to department chairs regarding the AAHE Focus on Learning Workshop Series session entitled “What Faculty and Administrators Need to Know about Learning,” to be held February 20-22 at the University of Maryland.

[Agenda item 2] John noted that payroll check distribution is now handled by Human Resources. HR would like to have a consistent person from each cluster to come pick up checks and check stubs for distribution.

ACTION: John will check with HR regarding what to do when a person designated to pick up checks for a cluster is not at work on check pick-up day.

[Agenda item 3] John asked Jerry to generate a list of instructional departments by funding codes. Jerry noted that any particular program might teach courses from several different CIP codes.

ACTION: Jerry will generate a list of instructional departments by funding codes for John. John will take that data and work with Systems to establish which programs are losing money due to students repeating courses excessively. [Under Rider 50 of the last appropriations bill, colleges cannot claim contact hour reimbursement for a course if the student has already attempted the course twice.]

[Agenda item 4] John distributed copies of a handout entitled “Additional Considerations for Community and Technical College Formula Calculations.” He pointed out that, on the semester system, we now begin our base year calculation in the summer term rather than in the spring term. Consequently, we need to maximize our offerings starting next summer. CE courses must be reported quarterly. We have to address the projected \$4 million annualized shortfall, John said.

John noted that Greta is heading up the Transformation initiative for TSTC Waco. Greta distributed copies of proposed projects for Transformation teams to address. Teams are still being assembled for these projects.

John pointed out that the instructional evaluation/budget process Transformation team will set up a process for really scrutinizing budget allocations to ensure that growing programs receive sufficient funding. John noted that it may be a painful process, but we need to get a better handle on cost per student in various programs.

ACTION: Other ideas for Transformation projects or ideas about who should be on the Transformation teams should be forwarded to Greta Hecker.

[Agenda item 5] John noted that the golf course was recently audited by Systems auditors. The audit may result in some changes to the course's management, and we will look at better utilizing the course for instructional purposes.

[Agenda item 6] John distributed copies of a list of upcoming WECM course review workshops. The workshops will be held March 4-5 at Midland College. Jerry distributed the nomination forms.

ACTION: Nomination forms for TSTC representatives to attend the upcoming WECM course review workshops need to be submitted to Jerry Hutyra by the first week in January.

On the back page of the WECM course review workshop handout was information entitled "Rural College Focus Group Survey" regarding a proposed conference on best practices for rural colleges.

ACTION: Copies of the "Rural College Focus Group Survey" should be distributed to interested parties.

[Agenda item 7] John distributed copies of a TACTE announcement regarding a new job forecasting tool that can help colleges plan for new programs. It was noted that Mike Bettersworth in TSTC Systems heads up a similar initiative.

[Agenda item 8] John noted that when a state vehicle is being used, gas usage and mileage need to be recorded properly in the logbook when each trip is completed.

ACTION: Everyone should be reminded that when a state vehicle is being used, gas usage and mileage need to be recorded properly in the logbook when each trip is completed.

[Agenda item 9] John noted that the current 18-3 copy room will be remodeled to accommodate a sink and coffeepot to lessen traffic through the president's office.

[Agenda item 10] John distributed copies of the latest version of the Instructional Division Emergency Telephone Tree.

ACTION: Any changes needed to the Instructional Division Emergency Telephone Tree should go to Sharon Lucas.

[Agenda item 11] Miscellaneous

John noted that he and various other administrators will be in Nashville, Tennessee next week attending the SACS meeting. John anticipates that TSTC Waco will receive unqualified reaccreditation at this meeting, although Darline Morris is still busy with preparations.

Jerry said that curriculum revisions should be submitted to him as soon as possible for implementation next September. If changes involve new courses being plugged in for current courses, that information must be forwarded beforehand to the VA so that veterans get funded for those courses.

Webmaster and ECT will become a unified program starting in January, John noted. The unified webmaster/e-commerce will then have two specializations. Both programs have evolved into focusing on “middleware,” the software components that interface between an Internet user and a business. The combined program will still have an open-enrollment DL option. Dennis noted that we need to do a better job marketing this program and many other programs to adult learners, perhaps in hybrid form. MCC is already proliferating their hybrid courses, Dennis noted.

Lance reported that he had been meeting with Fred Khozein regarding “Project Phoenix,” designed to put the BET degree on-line, with six-week courses. Labs might be done on campus during weekends, or perhaps students could go to a local hospital and work on equipment under a supervisor there.

Lynn M. noted that the Systems-led team working on the new developmental education plan will meet twice next week.

Wayne asked why we’re being forced to put students who are finishing up their remediation this term into 090 sections for the spring. Lynn M. noted that students currently in their highest-level remedial course must sign up for 090 to accommodate the now-outdated remedial plan (based on continuous remediation until the student passes the TASP). However, 090 has become unnecessary—either the student will pass his highest-level remediation and be done, or students will fail their highest-level remediation and retake that course. Requiring students to register for non-existent 090 courses is not very efficient or customer-friendly, Wayne noted. Concern was expressed about getting all students into alternate sections when we actually cancel those 090 sections.

John suggested going into Colleague on December 19 (after grades are posted) and eliminating all 090 courses, since there is no continuous remediation requirement now. Ronda and Terry asked if wiping out the 090 courses then would impact the schedules of students who had been registered into 090.

The suggestion was made to register the students into their 0200 remedial classes again and then move them up only after they pass 0200 this current term.

John went down to Brenda Montemayor’s office to ask about what would happen to students’ schedules if 090 courses were cancelled on December 19. Brenda said she

would try a test run and see. Brenda returned later and said that it doesn't appear that canceling the 090 courses would otherwise affect students' schedules.

ACTION: John will make a final decision about how to handle students now enrolled in 090 for the spring and will disseminate that information to everyone.

Greta passed along to John feedback regarding the proposed change to COP 2.26 regarding disallowing personnel from taking courses in their own program. Greta noted that she had received some negative feedback about that proposed change.

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

SUMMARY OF ACTION ITEMS

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