

Instructional Directors' Meeting
Minutes
December 14, 2004

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

The agendas were distributed.

[Agenda item 1] Greta distributed a handout from Dawn Khoury entitled "Student Death Notification Proposal for TSTC Waco campus process."

ACTION: If anyone has suggestions for the "Student Death Notification" process, send them to John Spradling.

[Agenda item 2] Greta distributed copies of an email from Charles Reed discussing the issue of lowering the required GPA to be considered an honor graduate from the current 3.75 cumulative to 3.5 cumulative. A 3.5 GPA is required at the other TSTC colleges, according to the email.

ACTION: Feedback on the issue of lowering the required GPA for graduation "with honors" from the current 3.75 to 3.50 should go to John Spradling.

[Agenda item 3] Greta distributed copies of a proposed revision to COP 3.2 "Purchasing Goods and Services." She noted that the revisions should not impact instructional purchasing; departments can still make purchases up to \$2,000. It was pointed out that no bids are required for purchases up to \$5,000.

[Agenda item 4] Greta noted that the Attorney General of Texas has appointed an investigator to examine the Connally building. This would be the first step in a lawsuit against the architect and/or contractor. We have done all recommended remediation and yet the problems over there continue to escalate, Greta said.

[Agenda item 5] Greta noted that we should run on a skeleton crew from noon till 5:00 on December 23.

[Agenda item 6] Greta asked if anyone had further comments on the newly-constructed web page by which students would take the graduate exit survey and then access the application for graduation. Bob said we need to make sure that only students nearing graduation can access the page. Wayne suggested that the page become accessible automatically for all students who have a degree audit with a "pending graduation" (and accessible to no other students).

[Agenda item 7] Greta deferred discussion of this item ("When do PIGS fly?") until John could discuss it later. However, several guesses as to what this item might mean were hazarded.

[Agenda item 8] Miscellaneous

Ronda said she was still looking for property transfer forms for equipment and computers purchased with HEAF and CUF funds. Those forms should go through Ronda first and should not be sent directly to David Diamond.

ACTION: Everyone will be reminded to fill out and submit to Ronda property transfer forms for computers and equipment purchased with HEAF and CUF funds.

Wayne asked Ronda about a problem with an invoice that purchasing said had to be paid from local funds. Ronda had a guess about why that happened (the invoice came in before the blanket purchase order was processed by the business office) and how it could be corrected.

Lynn asked Wayne if he had made any progress on the issue of assessing the “Project Lead the Way” curriculum used by A. J. Moore engineering technology students. Wayne said he had begun looking at the course objectives and thought we could likely set up the TSTC summer internship experience so that the AJM students could receive CE credits.

Yvonne asked that the caps be observed for DORI classes; cluster directors should not override the caps. Yvonne also noted that there is a test-out procedure for DORI, but students still have to pay the fee to take the course. The test-out exam is based on the Master Student book; it is multiple choice and true-false test.

ACTION: New students should see Yvonne Williams if they want to try to test out of DORI. DORI caps should be observed unless specific approval is granted from Yvonne.

Wayne noted that there is a new TSI glitch which is “requiring” some students to sign up for a remedial class for FA/04.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: If anyone has suggestions for the “Student Death Notification” process, send them to John Spradling.

ACTION: Feedback on the issue of lowering the required GPA for graduation “with honors” from the current 3.75 to 3.50 should go to John Spradling.

ACTION: Everyone will be reminded to fill out and submit to Ronda property transfer forms for computers and equipment purchased with HEAF and CUF funds.

ACTION: New students should see Yvonne Williams if they want to try to test out of DORI. DORI caps should be observed unless specific approval is granted from Yvonne.