

Instructional Directors' Meeting
Minutes
December 16, 2003

Attending were John Spradling, Ronda Palmer, Terry Conroy, Greta Hecker, Wayne Blinka, Lance Zimmerman, David Day, Lynn Moore, Dennis Meyers, Jerry Hutyra, and Lynn Parks.

The agendas were distributed.

[Agenda item 1] Greta noted that she has been asking faculty and staff to serve on Transformations teams and has been having good luck. An eighth team which will focus on TSTC programs writing and compiling their own textbooks has been added. The kickoff meeting for the Transformation teams will be held at 9:00 a.m. on January 15. The Chancellor wants to see some results from the Transformations project by April, Greta noted.

Terry reported that she, Carliss Hyde, and Elton Stuckly had attended a meeting with representatives from the Texas Workforce Commission regarding a grant project to provide training materials for Family Dollar Store employees.

[Agenda item 2] Dennis reported that a building is being renovated on the Paul Quinn campus; TSTC may offer courses in this building at some point in the future.

[Agenda item 3] Dennis reported that, according to Jan Osburn, our accomplishments listing was pretty sparse this spring.

ACTION: Accomplishments to be listed for the upcoming Board of Regents meeting should be filed with Jan immediately. Also, programs can list accomplishments with Jan Osburn monthly or whenever they are achieved.

[Agenda item 4] Dennis noted that everyone should fill out the TSTC Housing Survey, even if they don't live on campus and never intend to live on campus. The surveys were not sent out to everyone by mistake.

[Agenda item 12] Dennis noted that a recruitment and retention committee meeting will be held on December 17 at 9:00 a.m.

[Agenda item 5] John noted that there has been some discussion about whether or not every class should be surveyed with a Course Improvement Survey each fall. Every faculty member needs to be assessed, John said.

ACTION: Lynn P. and Wayne will check to see if they have an electronic copy of COP 7.41 and report back to John.

Greta reported that her cluster had done an online version of the course improvement survey, but a computer glitch may wipe out that data. John responded that if the survey data was lost, the course improvement surveys should be redone in the spring.

[Agenda item 6] John asked for ideas about how to improve the percentage of students who respond to the Graduate Exit Survey. John suggested we don't give them an application for graduation until they complete the survey. If we don't get a complete set of responses on this survey, our graduate placement rate data declines, John noted. The contact information is more important than their job plans, so that we can find them six months after graduation and see what they're doing then.

It was suggested that the two elements (graduate exit survey and application for graduation) be rolled together—so that when students for graduation, they also give an updated permanent address. The survey might be online and tied to Colleague, Terry noted.

ACTION: John will check with Brenda Montemayor on the possibility of using Colleague to verify eligibility for graduation and record the current contact information.

[Agenda item 7] John noted that the staff evaluation documents are being revised and simplified. On January 28, a makeup training session for conducting evaluations will be held.

[Agenda item 8] John asked everyone to provide John with a comprehensive list of individual or institutional professional memberships for which the school pays the membership fee.

ACTION: Departments should submit a listing of all individual and institutional professional memberships for which the school pays the membership fee.

[Agenda item 9] John distributed copies of an email message from Roger Labodda at the Coordinating Board which states that Perkins midyear reallocations have not been completed yet. They will likely be completed in January or February.

[Agenda item 10] John distributed copies of a letter sent from a Chester Davis of Bastrop, Texas to Elton Stuckly. In the letter, Mr. Davis praises TSTC and the welding department in particular for the good training provided to his son.

[Agenda item 11] John asked Terry to update the SACS re-accreditation information on the TSTC website, including replacing Dr. Ellis's picture with Elton Stuckly's. Terry said a new website was coming out on December 19, and the information will be updated on that site.

[Agenda item 13] John distributed copies of information from the Texas Skills Standards Board regarding TSSB activities. John noted that the TSSB funds mini-grants to offset some costs of curriculum development.

[Agenda item 14] Miscellaneous

Lynn M. asked about the Texas Success Initiative report. John said he had just received the final draft of our interim plan, which will be filed with the Coordinating Board in January.

According to the plan, students can complete remediation by completing their 0200 level course(s) or by going back and retesting in the ACCUPLACER CPT to test out of additional remediation.

Lynn M. asked if there would be a charge for 0010 courses; John said there should be no charge, since it is a zero credit course with no fee attached to it.

Wayne thought that the school was still charging an hour's tuition for 0010.

ACTION: Wayne will provide documentation about the 0010 tuition charge to John.

Lynn M. also suggested that, when we have our Success Initiative rules in place, we advertise them on posters around campus.

Wayne asked if faculty are only evaluated using the faculty evaluation document in the three-year faculty evaluation cycle. John said that was the case.

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

SUMMARY OF ACTION ITEMS

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