

Instructional Directors' Meeting
December 6, 2005
Minutes

Attending were Bob Gordon, Terry Conroy, Ronda Palmer, John Spradling, Selby Holder, Ron Sanders, Mike Denn, David Day, Richard Wheat, Y'vonne Williams, and Lynn Parks. Chuck Abshier joined via telecommunication.

The agendas were distributed.

[Agenda item 1] John reported that he had visited with the Faculty Senate regarding the issue of raising the minimum passing score to a C for support courses. They seemed to be cool to the idea of an across-the-board solution. Instead, faculty had suggested that each program look at its support course prerequisites and make changes as they needed. ("English 1301 with a minimum grade of C is required for X technical course.")

[Agenda item 2] John said he has identified additional storage space, in the central receiving area, so that building 8-2 can be cleaned out before it's demolished.

ACTION: Programs with stuff in 8-2 should move it out as soon as possible.

[Agenda item 3] John announced that the following personnel would be asked to serve on the SkillsUSA standing committee. The contest coordinator will be Trish Hendrix. The volunteer coordinator will be Bob Cozby. John will handle the budget issues. The rec center representative will be Vincent Taylor. Facilities/Custodial will be handled by David Goodman. Parking and safety will be handled by Donny Harland. Recruiting will be handled by Jan Osburn. The outside industry liaison will be Bob Gordon.

ACTION: John will report the proposed SkillsUSA standing committee members to Don Sharp, chair of the committee.

[Agenda item 4] John said we need to work out institutional membership issues for a couple of aviation entities. John will talk to David about the matter.

ACTION: John will talk to David about the institutional memberships for a couple of aviation entities.

John reminded everyone that there are new Institutional Membership forms that should be used rather than the old forms. They are available on the website or from Kathy Podsednik in the President's office.

ACTION: Directors will remind their chairs that there are new Institutional Membership forms that should be used rather than the old forms. They are available on the website or from Kathy Podsednik in the President's office.

[Agenda item 5] John addressed the issue of a stipend for employees carrying a cell phone. John said that a \$30/month stipend or a \$50/month stipend is available for directors or above who carry a cell phone that is utilized primarily for state business. A minute order is being prepared to set up this stipend. The Vice President or President will make the final call about the offer of the emolument. John noted that TSTC will largely get out of the business of the state paying for a phone for employees (except for some on-call numbers for physical plant, flight line activity, police services, etc.).

[Agenda item 6] John asked everyone to check their WebAdvisor login quickly, as there had been problems with some passwords.

ACTION: Instructional personnel should check with Wayne Blinka, Tina Skidmore, or Brenda Montemayor if they have problems with their WebAdvisor login. The sooner they check their WebAdvisor access, the better.

[Agenda item 7] John reminded everyone that grades are due at noon on Tuesday. The goal is to have zero X grades (non-entered grades) after the due date.

ACTION: Directors will remind their department chairs that grades are due at noon next Tuesday. The goal is to have zero X grades (non-entered grades) after the due date.

[Agenda item 8] Miscellaneous

John noted that all but two major programs on campus have improved their retention rate.

John asked Terry if it would be possible to get an outline of the new syllabi requirements for distribution to the department chairs. Terry said it would. John pointed out that the listing of SCANS skills is now required only for the general program curriculum, not for individual course syllabi.

ACTION: Terry will run off copies of the new syllabus requirements for the 12-7-05 department chair meeting.

John said that department chairs should calculate their faculty loading so that they can present accurate overload/large lecture proposals. Richard thought it would be best if large lecture and overload determinations were made early in the term, not later in the term. The department chair should be able to make an accurate determination regarding overload and large lecture stipends based on validated attendance. Bob thought it might be best if we built a spreadsheet so that we could just plug the numbers in and let the spreadsheet make the departmental workload calculations (the current faculty schedule form makes individual calculations). Discussion ensued.

ACTION: Ron will check to see what kind of faculty loading data can be extracted in useful form from Colleague.

John verified with Chuck that he will be in Victoria for a meeting on December 13.

Dave asked if it would be acceptable to force a student to audit a course for which they are due articulation credit. John said that would not be acceptable. The policy will remain that if the student passes a subsequent course, credit for the articulated course will be granted. If the student fails a subsequent course, then he or she must start over with the original course.

Dave then noted that some students are having trouble registering for courses because they conflict with the SES lab hour, which is a flex hour. John said we could put "TBA" for the lab hour until the actual lab hours were determined.

ACTION: Y'vonne will get with Janie and change the floating lab hour to TBA; however, the actual lab times must be plugged in by the validation date.

John noted that dual credit courses should be built so that the student receives matriculated credit for the course, not CE credit. This has been a problem in the DA area, he said. Discussion ensued.

ACTION: Lynn will check with Donna Estes regarding the issue of articulation courses in the DA area receiving CE credit.

Ronda noted that Margie Vrbas had sent her phone extension information; Ronda is calculating the phone charges. Richard asked why we couldn't raise the charge for the Village Oaks line, which is driving the price increase for campus phones, or cut back to one local internet connection per apartment.

ACTION: Ronda will disseminate the new phone charge information (\$25 per month per phone). John will check on the possibility of reducing the number of connections at Village Oaks.

Bob noted that graduation was this Friday at 6:00 at the Convention Center downtown, not at HOT.

John asked Ron if additional tech prep/articulation agreements had come in. The deadline is December 16.

ACTION: Appropriate department chairs will be reminded to finish updating their tech prep/articulation agreements and submit them to Anita Steele by the December 16 deadline.

Selby asked if instructors must attend the professional development day make-up session this Friday if they're giving a final exam that day. John said he would ask Elton Stuckly about the matter.

ACTION: John will ask Elton if personnel could be released from attending the professional development day make-up session this Friday if they were administering a final exam.

Richard noted that we must do a better job establishing the rules about large lecture stipends and overloads. Department chairs must be able to make the proper calculations about amounts and eligibility.

Selby suggested that faculty be rewarded for teaching large lecture sessions even if they don't meet the weekly workload calculation (18 hours) since it's cost-effective to teach large sections rather than have additional part-time or full-time instructor costs. Richard said we had to be careful not to inflate class sizes just to capture large lecture stipends and overload, as teaching a really large section usually adversely impacts instruction.

John reviewed how to do departmental workload calculations. For loading purposes:

DC = .5 FTE

ADC = .75 FTE

Fulltime faculty = 1 FTE

Adjunct faculty = weekly hours taught/24

To receive overload or large class stipends, the department must meet two loading standards:

5600 contact hours (CH) per semester per FTE

18 average teaching hours per week per FTE

To see if the department meets the CH standard, the department's total semester CH hours should be added up and that total divided by the total departmental FTE. To see if a department meets the teaching hours standard, the department's total weekly teaching hours (not including scheduled tutorial hours) should be added up and divided by the total departmental FTE. The DL multiplier does impact weekly teaching hours.

John said he would conduct another tutorial session for department chairs on determining departmental loading, at which time he could answer questions about co-ops, etc.

ACTION: John will prepare for another tutorial session for department chairs on determining departmental loading, at which time he could answer questions about co-ops, etc.

John noted that he would move the department chair meeting on 12-7-05 to 3:30 to accommodate the President's Holiday Reception.

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

SUMMARY OF ACTION ITEMS

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ACTION: John will report the proposed SkillsUSA standing committee members to Don Sharp, chair of the committee.

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