

Instructional Directors' Meeting
Minutes
December 7, 2004

Attending were Bob Gordon, Wayne Blinka, John Spradling, Greta Hecker, Yvonne Williams, David Day, and Lynn Parks. Chuck Abshier joined the meeting by phone.

The agendas were distributed.

Robert Gamboa visited and discussed the use of funds from our fundraising campaign. Some of those funds will go to the general scholarship funds. Some of the funds will be routed to the clusters. These are funds from the Regents' Circle campaign earmarked for the Waco campus. These funds will become available for cluster use and for scholarships beginning in SP 05.

Robert also noted that we are stepping up our efforts to raise funds at all levels, including a general college fundraising campaign.

National Engineers' Week will be the third week in February, Robert noted. Activities will include a luncheon, and area high school students will be invited to attend. Solicitation for scholarship money will occur. There will be a March 18 fundraiser golf tournament ("First Annual Elton O'Stuckly Golf Tournament"). Also, around the gazebo, there will be a paved area; donors will pay to have engraved pavers placed in this area. Robert also said that donors can purchase plaques to be placed on light poles. There will also be naming opportunities for buildings, classrooms, and laboratories. Money from these initiatives will go to the student scholarship endowment fund.

ACTION: Department chairs will be appraised of the upcoming fundraising opportunities, especially for naming classrooms and laboratories. John will provide lists of classrooms and laboratories to Robert Gamboa.

Chuck noted that he appreciated the donations for Gary Voelkel, his instructor whose house was recently flooded.

Mark Long visited to discuss the status of the publishing initiative. He distributed a handout about the initiative. He reviewed the history of the initiative and his duties as Project Manager. Faculty at all the TSTC colleges are being encouraged to collaborate on textbook projects. A campus-wide publishing committee has been initiated to provide oversight. Mark pointed out that after direct costs are covered, net profits are divided between the author(s), adopting departments, the President's office, and the publishing office. Current projects include an electronic troubleshooting guide for biomedical technicians, a job co-op workbook, an English 1301 composition textbook, and an introductory automotive textbook. Mark then gave an overview of the book proposal and development process. Mark then distributed copies of the "Textbook Proposal Form" and reviewed it briefly.

Mark also noted that, this spring, he is teaching a continuing education class in “Writing a Textbook Proposal.” He distributed a flier on the class, which runs February 1-March 8. Emerging technologies may be our best bet for new textbooks, Mark noted.

ACTION: Directors should help spread the word about the textbook initiative and encourage faculty to pursue the proposal process.

[Agenda item 1] John related that student clubs could use raffle-type drawings to raise funds. The institution is the repository only for those funds. The student club does have to have bylaws stating the function of the group and how those funds are accessed. John noted that accounts that are listed as “7-series” are considered club money that can be used to purchase prizes for drawings. The drafting club is currently holding a drawing to raise money to offset VICA costs.

[Agenda item 2] Lynn noted that he would prefer access to a hard copy phonebook if possible rather than having to access phone numbers via Groupwise, since he’s usually doing other work on the computer and he gets a lot of calls from off campus. John wasn’t sure at this point what the status is about publication of a new phone book.

[Agenda item 3] John noted that Certificates of Academic Achievement are being prepared for distribution to President’s and Dean’s Honor Roll students later this month.

ACTION: Bob will check with Jan Osburn to see if a cover letter will be sent with the Certificates of Academic Achievement.

[Agenda item 4] John noted that the Texas Lyceum Conference would be held January 29, 2005. This is a conference for people connected with the Texas legislature in some way. The conference is being put together by former Regent Charles Olson; it will be held in the Connally building and the ITC building. John thought we could have areas of grouped displays in the ITC corridor. If we had personnel who wanted to run Segways or the robot, that might be fun, John thought. Greta thought there would be places for additional instructional displays in the Connally building.

ACTION: Wayne will check on the status of personnel who might run Segways or the robot.

[Agenda item 5] John noted that there are presently 891 students who have a financial or academic hold who cannot register for the spring term. John will try to get lists sorted for distribution to each department regarding these terms. We need to try to get at least 50% of these students registered and retained for the spring.

ACTION: John will try to retrieve lists of students who have a registration hold which are sorted by department for distribution to the appropriate chairs.

[Agenda item 6] John distributed copies of a spreadsheet showing current enrollment figures for the spring term. We're behind slightly in new students but ahead in returning students. Our retention efforts look like they're paying off, if the trend holds.

[Agenda item 7] John said that Ted Donovan is interested in helping with the project of setting it up so that students must complete the Graduate Exit Survey before they can access their application for graduation. If we can get that set up, it will save us a lot of work down the road trying to locate graduates and verify their employment.

ACTION: Graduating students need to be collared and compelled to fill out the Graduate Exit Survey. John will keep working on the project of having students complete the Graduate Exit Survey before they can access their application for graduation.

[Agenda item 8] John reminded everyone that graduation is this Friday, December 10, at 6:00 p.m. at the HOT Coliseum. All faculty should plan to participate.

[Agenda item 9] John asked Greta and David to meet on Thursday, December 9 at 3:00 in the Systems Operations Conference Room with four representatives from the Bahamas Vocational-Technical Institute and the Inter-American Development Bank. After the discussions, the representatives have asked for tours of the IT area and automotive labs.

ACTION: David will check on van availability for the December 9 meeting with the representatives from the Bahamas Vocational-Technical Institute and the Inter-American Development Bank.

[Agenda item 10] John distributed copies of an email regarding the TACTE President's Award.

[Agenda item 11] Miscellaneous

John distributed copies of a handout entitled "Summer 2005 Registration Schedule" to show how section identifiers should be handled. Hybrid courses should be indicated with a "Y" in the third digit, for example.

ACTION: Copies of the handout entitled "Summer 2005 Registration Schedule" should be forwarded to all departmental schedulers with the instruction that they should follow the prescribed section identifier information.

John noted that he needed to decline a request regarding Mary Chavez that had been forwarded by Lynn.

John noted that Flo Darwin in the bookstore needed to learn to use the database for gleaning book order information; she should stop asking for hard copies. John thought it would also be good if the bookstore began listing inventory on hand. Wayne also noted that some E-Follet information is incorrect; John said that the bookstore would have to initiate those revisions, and they would periodically upload revised information. Bob

thought the bookstore needed to hire a computer-savvy person who could implement an automated inventory system, etc.

Lynn asked if it might be possible to look at partnering with MCC to offer four-year technology degrees, since three Texas community colleges have been approved in a pilot program to do so. John said we would have to draw up a proposal that wouldn't radically impact our faculty or offerings.

Yvonne asked about the status of some personnel paperwork that she had forwarded to Ronda Palmer. John noted that the paperwork had been approved. John also noted that Yvonne should plan to lease a copier, but we're not going to buy copiers.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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