

Instructional Directors' Meeting  
February 14, 2006  
Minutes

Attending were Mike Denn, Bob Gordon, Ronda Palmer, Y'vonne Williams, Fred Khozein, Jeff Looper (for David Day), Selby Holder, Richard Wheet, Ron Sanders, and Lynn Parks. Chuck Abshier joined via telecommunication.

Fred covered the following items from this week's President's Cabinet meeting.

[Item 1] Fred noted that a change to the student loan program will mean students can access more funds.

[Item 2] Fred noted that COP 7.37 "Student Graduation" was being revised; Fred distributed copies of the COP with the revisions marked. Richard noted a problem with Pertinent Information section B. Responsibilities 2. b. regarding advisors issuing applications for graduation, which is no longer the practice.

**ACTION:** Fred will carry forward the concern about Pertinent Information section B. Responsibilities 2. b. regarding advisors issuing applications for graduation of COP 7.37 "Student Graduation."

[Item 3] Fred noted that directors should plan to attend a press conference on Feb. 24 at 10:00 a.m. regarding the establishment of a new Rapoport Academy at the Central Receiving building.

**ACTION:** Directors will attend the press conference on Feb. 24 at 10:00 a.m. regarding the establishment of a new Rapoport Academy at the Central Receiving building.

[Item 4] Lynn explained his need for assistance with the A. J. Moore summer internship program for their Academy of Engineering students. The program will run mid-June through July, Monday through Thursday, with 17 AJM students being on campus each day taking introductory classes and perhaps also working in labs.

**ACTION:** Cluster directors will work with their department chairs to gear up sessions for the A. J. Moore summer internship program for their Academy of Engineering students.

Elton Stuckly then visited the meeting to explain that it was essential for us to do well in the upcoming base year. Elton has visited with Fred and they have good ideas about improving instructional administration, including delegating more authority to the cluster directors and department chairs.

Elton also said that Perkins money needs to be used wisely. Critical purchases and travel must be initiated, but if a department doesn't use all its money, that's okay: the leftover money will go to important marketing initiatives.

[Item 5] Fred distributed copies of information regarding a Rotary Club scholarship program.

**ACTION:** Information regarding the Rotary Foundation Ambassadorial Scholarships will be disseminated to appropriate faculty and students.

[Item 6] Fred noted that he would be gone to a conference in Chicago on May 15-18.

[Item 7] Fred noted that we are now doing SkillsUSA contests. We had some problems this past weekend, but those issues are being resolved.

[Item 8] Fred noted that the UT Austin CCLP personnel were very appreciative of the reception they received when they made their TSTC visit.

[Item 9] Fred reminded the directors to contact him if they will be away from the office (and designate who will be in charge in their absence).

Fred noted that Academy ISD preview went well, with representation from every TSTC major program except one.

Fred also noted that TSTC is now on the verge of resolving its email retention issue. Information about deleting emails will be coming out soon.

Ronda said that, according to the records retention materials presented at the training, a record of all school emails (and perhaps also phone calls) should to be retained for a year. Selby thought that non-confidential emails could be dumped when the project is complete. Fred said Larry Grulick in the System office should provide clarification soon. Ron said that the decision to retain or delete should not be done at the user level; it should be done at the IT office. You can delete personal messages from family, etc., Ronda said.

Fred said that he plans to attend Faculty Senate meetings, if the Faculty Senate is comfortable with him or Bob Gordon being there.

Fred then covered various other items of interest to the instructional division.

[Item 1] Fred said he was concerned about the syllabi revision process. Faculty were given 24 months to make the changes; later they were told they had only 12 months. Fred said that, at the Faculty Senate meeting, faculty wanted a streamlined syllabus approval process that didn't require CIP committee approval, unless there was a major curriculum issue (such as a new program starting). Fred liked the Faculty Senate's proposal, but he would like to study the issue further. Discussion ensued. The directors liked the idea of departments having a standard or generic syllabus for each course approved by a CIP committee member that individual faculty members can tailor for their classes. Richard said that department chairs need to approve both the standard or generic syllabi and the syllabi used by individual faculty members. Mike noted that new WECM descriptions do have minimum objectives listed. Department chairs can make the

determination on whether or not syllabus changes or curriculum changes are major enough that the issue should be referred to the CIP committee or cluster director. It was noted that Terry Conroy can always be used for input regarding format, objectives, etc. Chuck said he thought the department chairs should review the syllabi for their department, and there was no reason to bring revised syllabi before the assembled CIP committee.

**ACTION:** Ron will check to see if there are SACS issues or documentation issues that might impact how we set up syllabi and approve them. Otherwise, the plan will be for department chairs to verify syllabus format with Terry Conroy and ensure that their departmental syllabi adhere to the proper format; department chairs should review all departmental syllabi annually.

[Item 2] Fred noted that Perkins travel encumbrances should be completed by February 28. Ron noted that Sandy should be consulted if there was a problem setting up the encumbrance (if the conference fees have not yet been set, etc.).

[Item 3] Fred noted that \$67,000 of the Perkins mid-year reallocation would be used for marketing and child care services.

[Item 4] Fred said that he was impressed with the quality of input he received at the faculty senate meeting. He wondered if the cluster directors could attend. Richard said he did not want the senate meetings filled with administrators, as faculty would feel less free to speak up.

[Item 5] Selby noted that the request had been made to trade in two of the instructional vans for sedans. Fred asked Ronda to explore funding for the sedans. Bob suggested getting small station wagons.

**ACTION:** Ronda will check into the matter of finding funding for two sedans or station wagons.

[Item 6] Lynn noted that he needed assistance finding staffing/funding for English DL classes for the summer. Fred said he was interested in helping; Lynn should check with Bea Bays on the matter.

**ACTION:** Lynn will check with Bea Bays regarding funding a position to cover DL English sections for the summer.

[Item 7] Fred noted that he needed suggestions regarding how to consolidate schedules to reduce our overload obligations. Richard thought that part of the problem with academic scheduling is that major programs block out so many hours for their courses that only one slot is open for a support course. That makes for a lot of small sections, sometimes at odd hours. Ronda noted that the large lecture stipends are an additional cost. Lynn responded that the large lecture stipends are cost-effective, as they help keep sections from proliferating. Richard also noted that some departments generate a lot of

overload because they can't find and hire an additional needed instructor. Fred said we needed to do a better job combining sections to make large classes. Ron said that the Connally building needed labs that could accommodate 25 people instead of 20. Selby said that he has some classes where 12 students is the absolute max due to limited lab stations. Richard suggested that when we build new buildings, we build some oversized classrooms. Fred said that there are some large classrooms on the campus; we need to be prepared to go and teach wherever there are large rooms.

[Item 8] Fred noted that members of student clubs need to check with their club advisors and the TSTC marketing department before they contact the media about their events.

#### Miscellaneous

Fred said we needed to come up with ways we could make the jobs of the VP, the cluster directors, and the department chairs more efficient.

Selby asked if the department chair had the authority to waive a credit hour for a student who was transferring in some credit. Discussion ensued. The consensus was that the department chair should have that authority.

Fred said he had talked to Dawn Khoury regarding the issue of waiving a DORI class for a student. He thought the matter could have been resolved by the department chair and the cluster director. Mike said his secretary notifies every student who has not completed DORI that they will not graduate until they have met their DORI obligation. Selby suggested that the DORI obligation should show up at the top of the student's EVAL.

Mike suggested that DORI obligation be flagged so that a student cannot proceed with registration until DORI is taken care of.

**ACTION:** Ron will check with Wayne Blinka and Brenda Montemayor to see about placing a hold on registration for students who have not met their DORI obligation.

Mike suggested that the department chair have the authority in transfer of credit issues, waiving credits, approving syllabi, etc., so long as the cluster director is informed.

Bob warned that students trying to register after classes begin will make an appeal to the VP, which ties up some time at the start of the semester.

**ACTION:** Bob will check to see if there is a COP regarding the issue of who could approve a late registration.

Y'vonne noted that it would be helpful to have better training for cluster directors and program chairs. Ron thought that recent DACUM information could be used to set up targeted training.

Selby noted that it's a waste of time to do input of the room schedule and faculty schedules early in the process; accurate information should be input later.

Lynn noted that sometimes students keep appealing matters up the line that should be handled lower down. He suggested we initiate a system by which a student works up a written grievance to submit up the line, but the VP can review the written grievance and decline to hear the appeal, making the Cluster Director the "court of last resort" in that case. Chuck said there is a procedure for students to pursue grievances in the student handbook, and it does involve written appeals. Selby said that we need to coordinate our approach with Student Services, and make sure that students are given a student handbook that describes the appeal process in the orientation session.

Fred said we need to keep these ideas percolating, and that further ideas should be gleaned from the department chairs.

Richard asked Fred to check into the issue of raising the department chair stipends.

**ACTION:** Fred will check into the issue of raising the department chair stipends.

Ronda noted that she needs the property transfer forms for recent HEAF/CUF purchases.

**ACTION:** Departments that have made HEAF/CUF purchases need to file the proper property transfer paperwork. Ronda will email a list of the programs that have made these purchases and that need to initiate this paperwork.

Fred asked that the directors inform their departmental personnel not to copy Fred on emails.

**ACTION:** Directors will inform their departmental personnel not to copy Fred on emails.

There being no further business, the meeting was adjourned.

#### **SUMMARY OF ACTION ITEMS**

**ACTION:** Fred will carry forward the concern about Pertinent Information section B. Responsibilities 2. b. regarding advisors issuing applications for graduation of COP 7.37 "Student Graduation."

**ACTION:** Directors will attend the press conference on Feb. 24 at 10:00 a.m. regarding the establishment of a new Rapoport Academy at the Central Receiving building.

**ACTION:** Cluster directors will work with their department chairs to gear up sessions for the A. J. Moore summer internship program for their Academy of Engineering students.

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