

Instructional Directors' Meeting
February 21, 2006
Minutes

Attending were Terry Conroy, Ronda Palmer, Y'vonne Williams, Fred Khozein, Ron Sanders, Selby Holder, Mike Denn, Lynn Parks, Bob Gordon, and David Day. Chuck Abshier joined the meeting via telecommunication.

The agendas were distributed.

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

[Item 1] Fred noted that budgets would be presented to the executive team on March 20. We will try to budget extra funds for high priority items. Directors will need to glean highest priority items from their units and present their needs to Fred. This will include personnel needs, equipment needs, etc. The fund source (HEAF, CUF, etc.) does not need to be designated at this point. Fred would like the presentations to him on March 10 from 8:30-5:00. Equipment proposals should be as specific as possible and should realistic.

ACTION: Directors will glean budget priority items from their units and present their needs to Fred on March 10. Budget proposals should include personnel needs, equipment needs, etc.

[Item 2] Fred noted that Pam Price must report fees for approval to the Board of Regents. Bob thought that Pam only wanted to know about fees charged to students above and beyond what is not listed in the catalog or on the book & tools list. Fred did not think we had any additional instructional fees that fit this category.

[Item 3] Fred noted that Prometric Testing had used certain software for certification tests; the software is now being pulled by Prometric, but replacement software is being sought. Mike said it was important for us to maintain a certification testing center.

[Item 4] Fred noted that Elton had taken care of a couple of sticky parking ticket situations. All employees should now be abiding by the current parking regulations.

[Item 5] Fred said that the Rapoport Academy dedication was still scheduled for February 24. Directors should plan to attend unless notified otherwise.

ACTION: Directors will plan to attend the Rapoport Academy dedication scheduled for 10:00 on February 24 at the Central Receiving building.

[Item 6] Fred noted that the president's office would monitor enrollment on a daily basis for the spring term. Enrollment is crucial going into the base year.

[Item 7] Fred noted that the directors and all DL instructors should attend a teleconference entitled “The Status Quo Is Not an Option” at the IDEAS Center on February 28 from 10:00-12:00.

ACTION: The directors and all DL instructors will attend a teleconference entitled “The Status Quo Is Not an Option” at the IDEAS Center on February 28 from 10:00-12:00.

Fred then covered the following items of instructional interest.

Fred noted that the local Phi Theta Kappa chapter hopes to do an instructor arrest as a fundraiser on Tuesday, March 7. The arrests would be made at the lunch hour or at the instructor’s office hours. You could pay the bail to be released; bail would be \$20. Selby said they should operate off a list of instructors who are agreeable to being arrested. David thought that students should pay to have instructors arrested, with the instructor matching the contribution to make bail. Ron noted that \$20 was a pretty high figure for some people. Bob said the maximum time in jail would be an hour. Terry suggested that the details of the fundraiser be submitted before the event is approved. Fred thought it was awfully early to have another arrest fundraiser, since they had a similar fundraiser last fall. Bob thought they were trying to raise funds to attend a conference later this spring. Fred said that the department chairs could canvass who wanted to participate.

ACTION: Department chairs should canvass their instructors and forward to Debi Cisneros, PTK advisor, a list of the instructors who would agree to be arrested for the March 7 fundraiser.

Fred noted that Carliss Hyde had done a presentation on a grants management software package that is being considered. Carliss also asked to be in on the budget planning meetings, so she could be aware of needs that could be funded by grants.

Fred thanked Terry for completing the syllabi presentations so quickly. Terry noted that faculty evaluation process includes a document review, so this should not be a surprise for faculty members. She said she had visited with several departments regarding syllabi last week; the electronics core syllabi were excellent, she noted. Terry thought that additional training in syllabus construction could be conducted for department chairs on Wednesday afternoons when there is not a general DC meeting.

Selby noted that his cluster has been trying to address Fire Marshall issues, but he doesn’t have a way of checking the status of Physical Plant work orders. He would like to get an email confirmation for all work orders that the work order has been received, and another email if there will be an unexpected delay in completing the work.

ACTION: Bob and Ron will check with David Goodman regarding the possibility of receiving email notification of work order requests and who the contact person for the work would be.

Y'vonne asked about evaluations. Fred said that evaluations are now due in to HR on March 27.

ACTION: Directors will notify their department chairs that the deadline for completing evaluations has been moved to March 27.

David asked if Fred wanted to sign off on the employee evaluations for department chairs. Fred said he didn't need to sign off on those. Terry hoped that we could develop a specialized instrument for evaluating department chairs based on the recent department chair DACUM.

Bob noted that he had nominated Phi Theta Kappa for a Keep Waco Beautiful Partners in Pride award. There is a banquet; he will see about getting a TSTC table. The banquet will be at MCC on March 9.

Fred said that email and document retention issue had not been resolved yet.

Fred also noted that more clarification on the general issue of document and email retention would be coming out later.

Ron distributed copies of a list of questions for the DORI 0100 Distance Learning Department Information Worksheet. Ron said he would issue further instructions about the questionnaire later.

ACTION: Directors will distribute the DORI 0100 Distance Learning Department Information Worksheet questionnaire to their department chairs according to Ron's direction and deadline, which he'll determine later.

Ron distributed a list of TSTC technical courses that will be offered at Midway and McGregor this fall. There are courses in Graphic Arts, Electronics, and Transportation. The president will fund the effort, which may have a positive impact on base year funding. The automotive classes will be held at Midway's old high school auto shop. The other courses will be offered at MCC's McGregor center.

ACTION: Technology directors will present proposals to Ron regarding how much it will cost (personnel and equipment) to deliver the Midway-McGregor technical courses.

Ron reported that progress is being made toward having a campus portal up and running. The portal will provide single sign-on access to Webadvisor, email, the learning management system, etc. Ron hopes the system will be up and running by May 1.

Ron noted that the selection process for the new learning management system should be completed; the new LMS should be announced on February 22. Terry thought it would be Blackboard.

Ron noted that the publishing unit is now putting out some books that are being sold at other campuses. They are getting so busy that they need additional help, including working on some textbooks for Harlingen and Marshall.

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

SUMMARY OF ACTION ITEMS

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