

Instructional Directors' Meeting
February 22, 2005
Minutes

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

The agendas were distributed.

Robert Gamboa visited the meeting to note that about 120 area high school students would be attending the National Engineers Week lunch on Wednesday, February 23. He noted that Greta's cluster would be putting up some exhibits; he hoped that other clusters would be represented also. The exhibit area will be open from 11:00-11:55. The lunch will be held in the Women's Resource Center. Counselors from the high schools will also be attending. Bob was concerned that Connally was not sending any students; he noted that he wanted to establish better contact with Connally about these kinds of activities.

Charles Reed, Larry Davis, and Pam Hunter visited the meeting to discuss the pilot advising program. Charles said we need better coordination between the counseling area and the major program advisors before we expand the program. In the counseling area, incoming students are tested and advised about remedial classes. Then the advisor in the counseling area should ensure that the student's scores are properly entered into the student's Colleague record. Charles was under the impression that the counseling office would then enter their remedial/academic courses, and then the students would be sent to their major program area for input of one or two introductory technology courses.

Pam clarified that the current pilot group of students are tested in counseling, and their scores entered. However, when the student goes to their major program advisor, all their course input is done there. She needed clarification if the counseling office was to put in the students' remedial coursework, or perhaps all their coursework. John thought that the students should be put into their remediation classes in counseling and then be sent to the major program for advising about what introductory technology class or classes they need.

Charles noted that students do need contact with their major program advisor. But some students need constant attention and monitoring after initial enrollment by the counseling staff, especially those in three remediation courses.

John asked if it would be easier if the counseling area penciled out their needed remedial courses, and then students could carry that list of courses to their major program advisor for all the courses to be put in. After further discussion, John said that it would be best if the counseling area could do input of all the students' courses, but the advisors in the counseling area will need better information about appropriate first- and second-term technology courses.

ACTION: Major program chairs should send to the counseling office first- and second-term schedules so that the counselors can work up complete schedules for the incoming students.

Greta recommended that everyone revisit the original recommendations of the Transformations plan regarding advising. Copies of that Transformations plan were then retrieved and distributed.

Terry Conroy noted that in TSTC's reconstructed website, the recommended classes for each term in the program sequence are being listed. She said she could highlight each program's introductory classes, if that would assist the advising process.

David thought it would be best if counselors were assigned to particular clusters of programs. These counselors would then be trained to be familiar with the introductory courses required by the programs in that cluster.

Wayne suggested that Pam and/or Larry meet with him and his cluster on Wednesday, February 23 to discuss the pilot advising program. Pam thought it would be good if Tom Liston was there, too.

Pam said that, ideally, an advisor and a counselor would be assigned to each cluster.

Charles also mentioned that test scores are now online (paper copies of scores are no longer being sent over with the students).

Pam said that the major program advisor should always consult with counseling about why remedial course recommendations were made, if there is a question about a remedial course or test score.

Pam also noted the counseling area would be holding an open house on Thursday, February 24, which would be a good time to meet the new counselors.

David noted that it was difficult to have a primary faculty advisor (PFA) designated in each major program who can actually see every student; some departments are just too big. John clarified that the PFA is a primary point of contact with counseling, but students will need to be prepared to see whoever is available.

John noted that Terry Conroy was being invited to join the instructional cluster director meetings on a permanent basis.

[Agenda items 9 & 10] John noted that if any facility alternation needs to take place, he needs to be notified first. That way, he can approve the project and coordinate it with David Goodman.

John also noted that when we send any requisition to hit against a local accounts, we also need to include a brief description about what is being purchased.

ACTION: Department chairs will be reminded to include a brief description about what is being purchased any time a requisition is being forwarded that will hit against a local account.

Terry related the story of her attempt to get a sink installed in her break area. The work was halted several times while decisions were made about who had the authority to approve the work. Terry felt that the business office should have communicated more clearly to the director of the physical plant and to Terry about the project.

John noted that any item that needs to go to the facilities committee should go through him first.

ACTION: Department chairs will be reminded to go through John if they want to do a facilities modification which will require the approval of the facilities modifications committee. John will require justification if a department wants items such as a stove or dishwasher installed.

David asked John if the physical plant had plans for the first-floor area that APT is now in, as David was told that physical plant personnel were over there last week measuring for carpet, etc. John said he would try to find out. [John later clarified to David Goodman that the physical plant would not be taking charge of that area.]

[Agenda item 1] John noted that new campus signs should be up by April 1, in time for the next Board meeting. The signs are three feet by five feet and look very nice, John said. Bob noted that we have at least one stop sign on campus that has faded badly. John recommended that David Goodman be notified about it.

ACTION: David Goodman should be notified if there are traffic signs such as stop signs that have faded or been knocked down.

[Agenda item 2] John distributed copies of a proposed revision of COP 7.37 “Student Graduation” which removes the provision that students can go through graduation who lack up to six credit hours. John said that plan is to have only those students participating in the graduation ceremony who anticipate completing all degree requirements that term.

[Agenda item 3] John distributed copies of a contact hour comparison. Harlingen’s contact hour production is down about 2%, while Waco’s production is up about 4.5%. Marshall is declining in contact hour productivity; West Texas is up slightly based on increased workforce development projects.

[Agenda item 4] John distributed copies of the President's short-term goals for the institution, which are as follows:

1. Enrollment growth
2. Diversity
3. Professional development
4. Partnerships with area community colleges
5. An anti-litter initiative
6. Better use of storage areas
7. Increased document imaging
8. Better "web marketing"
9. Strengthening the TSTC Waco Alumni Association
10. Enhanced TSTC fundraising

[Agenda item 5] John distributed brochures entitled "What If..." for distribution to advisory committee members or whoever might be interested. The brochure, produced by the Gulf Coast Consortium of Texas Community Colleges and distributed in the latest edition of Texas Monthly, discusses the need for enhanced funding of community colleges in Texas. John thought Eliska Flores might have extra copies of the brochures.

[Agenda item 6] John noted that EEO Sexual Harassment Training make-up sessions would be held Wednesday, February 22. Even part-time faculty need to attend, John said. Ronda noted that some student workers were on the list who do not need to attend the training.

[Agenda item 7] John noted that our current COP regarding the faculty probationary period will be revised so that the probationary period is three teaching semesters (instead of "a year," which is ambiguous regarding 9-month faculty).

[Agenda item 8] John noted that he is looking into defining duties for directors and department chairs. He is uncomfortable about creating formal positions for directors and department chairs; he would prefer keeping them appointments. The only required credential would be that the appointee is a faculty member. John will discuss the matter with the Faculty Senate, he said.

[Agenda item 11] Miscellaneous

John noted that TSC 131 needs to be cleared of biology equipment so that LET can have that room for an introductory optics lab. David said that room is being utilized as the primary laboratory for Biology 1406 and 1408, but there was an error in showing the room utilization. John said he would look to see if there was another room in TSC that might be available for the biology lab. John also thought it might be possible for biology and LET to share the room, at least temporarily. David said that space is becoming tough to find in TSC, especially with expanded biology offerings. He suggested that better utilization be made of 103, which is now being used solely for BET storage.

ACTION: John will meet with David Day on Wednesday, February 23 regarding utilization of TSC 103.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: Major program chairs should send to the counseling office first- and second-term schedules so that the counselors can work up complete schedules for the incoming students.

ACTION: Department chairs will be reminded to include a brief description about what is being purchased any time a requisition is being forwarded that will hit against a local account.

ACTION: Department chairs will be reminded to go through John if they want to do a facilities modification which will require the approval of the facilities modifications committee. John will require justification if a department wants items such as a stove or dishwasher installed.

ACTION: David Goodman should be notified if there are traffic signs such as stop signs that have faded or been knocked down.

ACTION: John will meet with David Day on Wednesday, February 23 regarding utilization of TSC 103.