

Instructional Directors' Meeting
February 28, 2006
Minutes

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

The agendas were distributed.

Fred covered the following items from the February 27 President's Cabinet meeting.

1. Fred distributed copies of the Exceptional Customer Service Nomination Form. The form will be available online, and anyone (parents, students, etc.) can nominate a TSTC employee.
2. Fred distributed copies of an alert warning schools about the danger of liquid nitrogen cylinder explosion, and an email regarding the next visit from the state Fire Marshall. Fred said that if there's a fire safety issue, it needs to be addressed, no matter whose "responsibility" it might be. For the next Fire Marshall's visit (March 6-10), we need to show that we're initiating necessary improvements, including work orders that show where new electrical poles will be dropped, etc. Some offices still need housekeeping attention.

ACTION: Directors and department chairs will ensure that proper housekeeping has been done, use of extension cords is discontinued, necessary electrical work has been ordered, etc. in preparation for the Fire Marshall's visit March 6-10.

3. Fred noted that the Virtual College of Texas SACS Phase II response was being finalized.
4. Fred noted that the information regarding records retention that went out from Kathy Podsednik via email should be reviewed and implemented as quickly as possible. He distributed copies of records retention information from Ronda Palmer. The information showed the layout of her office and listed where information was housed. Fred would like the faculty, department chairs, and directors to work up a similar report. Administrators should know where vital records are kept (not convenience copies), especially for items like approved syllabi. It was noted that currently the original syllabi are located in the departmental offices, not in Campus Administration.

Terry asked which records are vital. Ronda said the original was the vital record; other copies are convenience copies. Convenience copies should be destroyed in a timely fashion according to the records retention schedule; otherwise, the convenience copy becomes the vital record if the original is destroyed. Terry noted that vital records could include electronic records. Ronda pointed out that virtually all the records she keeps in her office are convenience records, not vital records. Terry noted that she would need,

from her staff, a listing of what records are kept where, whether they are vital or not. David thought it would also be helpful if we noted where lesson plans are kept, in case an instructor goes out unexpectedly.

Selby noted that the provided records retention schedule is neither user-friendly nor particularly complete. Selby also noted that MCC links the course description to the current syllabus on their website, and that we should try to do the same.

ACTION: Fred will ask if any original syllabi are located in the Campus Administration building. Every person in the school should identify where vital and non-vital records are in their offices and forward a copy of their report to the supervisor. Faculty should note where their lesson plans are. The instructions given out by the President's office should be reviewed carefully and implemented accordingly.

5. Fred distributed copies of the budget planning PowerPoint pages put together by Dale Norwood. Fred said that this was just a suggested format. David showed to Fred the budget planning form used last year. Fred said that format was fine, too. Fred noted that we need to go in to budget negotiations as a team. There's no reason to inflate budgets artificially or unrealistically; we need to share resources whenever we can. Also, we don't want to spend out our budgets on frivolous items; instead, we should be prepared to share resources as needed.

6. Fred noted that the CCSSE (Community College Student Survey Exchange) survey was coming in late March. This is a survey needed by IER&P. Richard noted that surveys always cut into instructional time.

Selby asked when last fall's student surveys would be ready. Ron said Heath Grimes in IER&P should have them ready tomorrow (March 1).

ACTION: Fred will ask Darline about granting Ron permission to access the Course Improvement Survey data.

7. Fred noted that he had attended a meeting with personnel from TSTC System regarding transfer credit issues involving AP, CLEP, International Baccalaureate, continuing education, etc. A Credit Award Review Team is being formed made up of personnel from the different TSTC colleges to formulate an SOS which will codify transfer credit procedures. David Day and Lynn Parks agreed to serve on the team.

8. David Day also said he would serve on a team looking at the issue of revising the SOS regarding granting excused absence for military personnel.

9. Fred distributed copies of information regarding courses repeated for a third time, for which the school does not receive contact hour funding. We lost about \$120,000 in FA 05 from these courses. Selby noted that MCC charges \$60/per hour more for three-peat courses.

Fred then distributed copies of a report that listed students taking three-peat courses.

Selby asked if there was now pressure on instructors to pass students who are taking courses for the second or third time. Fred said no. Richard said there was no recourse except for TSTC to charge more for three-peat courses, since there's no current disincentive for failing students to sign up repeatedly for courses they never pass. Selby also endorsed the idea of charging students more for a three-peat course. Selby thought a fair percentage of the students were just signing up for classes repeatedly to get their financial aid, sitting out for the summer so that they're eligible to re-enroll for the fall.

Fred said the VP's had endorsed the idea of an extra charge, but it will probably take a while to get the extra charge system in place. Advisors could advise students to change majors if program courses have been failed a number of times. Selby noted that some colleges have a policy that if you fail the same course twice, you have to find an equivalent course to take, if available, or change majors. Mike also thought the extra charge was the most logical thing to do. Y'vonne said there are retention and tutorial programs in place, but it's hard to contact many students who drop out. Additional discussion ensued. Ron thought it might be possible to accommodate certain mitigating circumstances rather than applying the extra charge to everyone who three-peats a course. Fred said the CFO's were looking at the extra charge issue.

Fred then covered the following items of interest for the instructional division.

1. Fred noted that progress had been made on the issue of which programs will move to ITC as part of that building's Phase II renovations. At this time, the plan is for SES to move to the ITC building, not the ASC building.
2. Fred said the issue of merit raises, across the board raises, or some combination was again being discussed. The current policy accommodates merit raises. Fred needs three volunteers to serve on a System-led team to study the issue and make a recommendation.

ACTION: Directors should send Fred a list of personnel interested in serving on the salary increase team by next Tuesday.

Fred noted that Ron and Ronda are working up the overload report for SP 06. Ronda noted that overload pay should show up on the May 1 paycheck, unless the overload request is submitted late (then the extra pay would be on the June 1 check). Ronda needs the change notifications in by early April. Ron or Ronda will be distributing a list of approved overload requests soon.

ACTION: Ron and Ronda will finalize the SP 06 overload/large lecture stipend approval report and distribute it asap. Directors should ensure that change notifications to award the approved overload are submitted the first week in April.

Fred distributed copies of a TSI (Texas Success Initiative) flowchart from 2004. Y'vonne said the policy of retesting students at the end of their remedial course sequence

is being readdressed (retesting may soon not be necessary for students to pass their 200 level course). A System committee will work up a general policy on the issue.

Ron asked if we still had any certificate programs available for students who had very low level reading skills. David noted that some advisory committees (in diesel and auto body) are opposed to mandating remedial courses to low-level students, even though these students are expected to write out work orders, etc.

Fred noted that he will be gone to Harlingen on March 6-7.

Fred reminded everyone again that the Fire Marshall will be back next week, and we need to have completed (or at least initiated) all necessary corrections.

Terry noted that she is providing training for department chairs by cluster in syllabi creation. She said she is having to prod her instructors taking BITC to finish up their syllabi; she will review them and then forward them to the respective department chairs for review.

Selby noted that he had two courses in which the objectives were changing. He asked if the syllabi for those courses have to be considered by the CIP committee. Ron thought they should. Mike said the CIP committee should focus more on the curriculum as a whole. Terry said the CIP committee should look at substantive issues, but they need direction about what their duties actually are.

Fred said that in most cases the DC should look at a syllabus for content; Terry can look at it for format.

Selby said he needed to know if directors could sign off on a changed syllabus, since all directors are now on the CIP committee. The consensus was that they could.

Terry said we need to look at the function of the CIP committee and determine what it really should be doing. Lynn noted that originally the CIP committee was designed so that we didn't have duplication of courses and programs. Richard thought that instructional people, not marketing people, should be on the CIP committee to examine curriculum issues, DACUM's, etc.

Fred said he was open to recommendations regarding improving the functioning of the CIP committee.

Mike and Richard thought the CIP committee should not be looking at individual courses and objectives; it should be concerned with larger curriculum issues, such as sequence of courses, duplication of courses or programs, etc.

Terry said she should could look at the SACS review from 1993 that drove the formation of the CIP committee, and anything available on the purpose and functioning of the CIP committee, and we could go from there in redefining it.

David noted that AER would be presenting to the CIP committee this Friday, but there are only two relatively minor curriculum changes. He wasn't sure why he had to go to the CIP committee at all, since the FAA was mandating the changes anyway.

Fred thought the number of persons sitting on the CIP committee should be reduced to 6-8.

ACTION: Ron and Terry will retrieve all available information on the constitution of the CIP committee and its functions and forward that information to Fred.

Ronda noted that budgets must be monitored so that no one overspends.

Terry noted that WebCT/Vista appeared to be the choice for the college's LMS (learning management system for DL classes, etc.). Ron said the details about the implementation schedule is still being worked out.

Lynn said he is looking for Perkins money to send David Thomson to Michigan for a conference. Fred said he would approve the travel and that there should be some extra Perkins money for the travel; it's always good for TSTC to be represented at conferences.

David said he recommended purchasing the Ford Escape or the Jeep Liberty for use by the instructional division.

David also said he needed a VIP from TSTC to attend SkillsUSA. He has Perkins money set aside to fund the trip. The contest is the last week in June.

ACTION: Fred will ask around about who will go to SkillsUSA in June as TSTC's VIP.

Ron noted that the Coordinating Board will be visiting with our Tech Prep program in the next few days.

Richard asked about program chair raises. Fred said to bring it up at president's cabinet meeting. Richard said that might not be effective, since it's a System matter.

Richard also said we needed to ensure that faculty ranking issues are being addressed. Terry said that Greta Bane Hecker was trying to formalize the process of handling faculty ranking applications as part of the professional development processes. Richard said that we should be able to follow our current procedure, but we can't seem to do that, and current applicants are in limbo. The Vice President is the one who should make the recommendation for an increase in rank under the current system, Richard said.

ACTION: Fred will check into the way we handle the faculty ranking application materials.

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

SUMMARY OF ACTION ITEMS

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