

Instructional Directors' Meeting  
March 21, 2006  
Minutes

Attending were Terry Conroy, Y'vonne Williams, Ronda Palmer, Ron Sanders, Bob Gordon, David Day, Selby Holder, Richard Wheet, Mike Denn, and Lynn Parks.

Ron conducted the meeting in Fred Khozein's absence.

[Agenda item 1] Ron distributed copies of a handout entitled "Volunteering with Waco Habitat." The handout describes how to volunteer, skills required, what to bring, etc. TSTC personnel will help build a Habitat for Humanity house as a 2006 Transformation Project.

[Agenda item 2] Ron noted that the next "TSTC Road Show" recruiting activity will be held in Gatesville on May 11.

[Agenda item 3] Ron noted that the TSTC print shop was securing a new, high-resolution color printer.

[Agenda item 4] Heath Grimes distributed packets of CCSSE surveys, to be administered March 27 to April 14. A proctor needs to be assigned (not the class's instructor). There is a form for the survey administrator to read enclosed in each packet.

**ACTION:** Cluster directors will ensure that the correct instructors receive the CCSSE survey packets and have the surveys properly administered between March 27 and April 14.

Heath then distributed a list of new instructor for whom course improvement surveys would be generated this term. Heath asked that names of any additional instructors who should do course improvement surveys this term be sent to him by March 23.

**ACTION:** Cluster directors will consult with their department chairs about securing course improvement surveys to be given this term for any additional new instructors not on Heath's list or for any other instructors. This information will be forwarded to Heath Grimes in IER&P by March 23.

[Agenda item 5] Ron decided to skip mentioning that Richard Wheet had recently been honored by an official declaration of "Richard Wheet Day."

[Agenda item 6] Ron noted that Earth Day activities will be held April 4. Typically, these activities involve cleanups and flower planting, etc.

[Agenda item 7] Ron distributed copies of a letter from the State Auditor's Office stating that the state auditors would be visiting in March-April 2006 to audit records, primarily in the HR and TSTC System offices, to determine if TSTC is "accurately reporting data

for selected performance measures to the Automated Budget and Evaluation System of Texas.”

[Agenda item 8] Ron noted that the Prometric, Lasergrade, and Promissor Certification testing center would continue operations on campus, although no tests would be given from April 17-May 1 while upgraded software is being installed. He distributed copies of an email from Pam Hunter on the subject.

[Agenda item 9] Ron noted that Chris Ermoian would be videotaping the upcoming Chamber Business Awards Ceremony.

[Agenda item 10] Ron noted that March 30 is Student Appreciation Day, and a hotdog lunch will be provided for students.

[Agenda item 11] Ron noted that President Stuckly will be conducting mandatory sessions in the JBC auditorium April 3-6.

**ACTION:** Ronda said she would find money for the JBC Auditorium projector lamp.

[Agenda item 12] Bob distributed copies of the list of companies who would be at TSTC for Industry Career Day and Job Fair. The function will be held 9-2 on March 30. So far 121 guests have indicated participation, but there is always room for more, Bob said.

**ACTION:** Notify Bob if additional guests for Industry Career Day and Job Fair are anticipated beyond those on Bob’s list.

[Agenda item 13] Ron noted that if anyone has suggestions for additions or deletions to TSTC’s Records Retention book, those suggestions should be forwarded to Kathy Podsednik in the President’s office.

**ACTION:** If anyone has suggestions for additions or deletions to TSTC’s Records Retention book, those suggestions should be forwarded to Kathy Podsednik in the President’s office.

[Agenda item 14] Ron asked if any faculty member had volunteered to manage the money for the STEM grant (the new science and technology education grant). Selby said he would handle it, or find someone to do it. Ron noted that it mainly involves handling scholarship money. Richard thought there was a chance that the grant must be handled by someone whose job is primarily teaching (a faculty member, not an administrator).

**ACTION:** Selby will discuss the issue of management of the STEM grant with his personnel, and will handle the grant money himself if he can’t find anyone else to do it (and it’s allowable for him to do so).

[Agenda item 15] Ron noted that the TSTC presidents have voted not to charge extra for three-peat courses (for which the school does not receive contact hour reimbursement).

Our only option at this point is to approach the problem with better advising, Ron said. We are working on a clear indicator in Colleague about which courses are being repeated which time; also, in some cases, we might can assign a substitute course.

[Agenda item 16] Miscellaneous

Mike asked if a charge could be imposed for custodial services in JBC auditorium for outside groups; Ron said he had not heard anything about it. Mike said he would ask David Goodman about the matter.

**ACTION:** Mike will ask David Goodman about charging for custodial services outside groups who use the JBC.

Richard noted that West Texas had discharged its department chairs, and now the cluster directors are handling those functions. Ron did not think that would happen here.

Lynn asked for further assistance regarding the A. J. Moore summer internship experience for their Academy of Engineering students. Selby said he would talk to Steve Roessler about the matter. Lynn said he would lean on AJM personnel to provide a faculty member who could accompany the students here and provide additional oversight.

**ACTION:** Selby will talk to Steve Roessler about providing training for the AJM Academy of Engineering summer internship students. Lynn will talk to AJM about providing a faculty member to assist with oversight of the students.

Terry asked if she could nominate someone for the monthly employee award. Selby said it was supposed to be on the website. Terry will ask Kelly Contella in HR about the matter.

**ACTION:** Terry will ask Kelly Contella in HR about how to nominate personnel for the monthly employee award.

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

#### SUMMARY OF ACTION ITEMS

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