

Instructional Directors' Meeting  
March 22, 2005  
Minutes

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

The minutes were distributed.

[Agenda item 1] John distributed packets of course improvement surveys. John said that some surveys (ones in Greta's cluster) were to be administered electronically. Time should be allotted for the survey forms to be completed, John noted. The surveys need to be done before the last day to drop (March 31), to get feedback from the most students.

**ACTION:** The course improvement survey forms will be distributed to the appropriate department chairs. The surveys should be administered to students by March 31.

[Agenda item 2] John reminded everyone that local account expenditures must be approved by John's office. Perkins expenditures should be authorized first by Sandy Pulliam.

[Agenda item 3] John noted that our lease arrangement at Palacios has been extended for another year. Negotiations are ongoing about a longer-term arrangement.

**ACTION:** Chuck will get a bid for how much it would take to repair the roadway on the campus at Palacios. Chuck will also forward to John a local newspaper article that just came out on the lease arrangement.

John also noted that discussions were being held about further TSTC offerings at Palacios and the Fort Bend center.

[Agenda item 4] John distributed copies of an email regarding an initiative to raise funds to send school supplies to Iraq.

**ACTION:** Information about the initiative to raise funds to send school supplies to Iraq will be disseminated. Persons interested in making a donation should contact Alexis Neumann in the President's office.

[Agenda item 5] John distributed copies of the application form for TSTC Edge 2005.

**ACTION:** Copies of the application form for TSTC Edge 2005 should be disseminated. Any employee interested in attending Edge 2005 in Harlingen should complete an application and forward it to Eliska Flores.

[Agenda item 6] John distributed copies of information regarding proposals for State Leadership and Tech-Prep Projects.

ACTION: Information regarding proposals for State Leadership and Tech-Prep Projects should be disseminated to interested department chairs.

[Agenda item 7] John distributed copies of the Chancellor's legislative funding update. John noted that our funding picture looks brighter this biennium, but we're still too early in the process to know exactly what our funding will be. We are trying to get more small institution funding, a supplement for exceptional technology, etc.

ACTION: Cluster directors should circulate the handout "TSTC Legislative Funding Update" among their department chairs.

[Agenda item 8] John noted that if anyone is interested in the next League for Innovation Conference, it will be held in Dallas in October.

[Agenda item 9] John asked if anyone was attending the UNT higher education law conference. Yvonne said she and another person from SES planned to attend.

ACTION: Lynn will ask Gerry French if he is going to the UNT higher education law conference and report the information back to John.

[Agenda item 10] John noted that the President is concerned again about ensuring that upward communication remains open. However, issues need to be addressed at the proper level, and we do need to ensure that people know who made decisions.

[Agenda item 11] John noted that TSTC is hosting the Central Texas Science and Engineering Fair this week. John suggested we set up some booths to showcase the technical clusters in the Student Services Center.

ACTION: Technology showcase booths should be set up and manned from about 10:30-1:30 on Wednesday, March 23.

John noted that on Thursday morning, March 24, the CTSEF awards ceremony will be held in the JBC auditorium.

[Agenda item 12] John asked if anyone saw any major problems with the summer class schedule bulletin. No one had any feedback. John noted that, other than for the first eight-week session, the common end date for summer courses is August 19. John thought it might be helpful if he knew who the departmental schedulers are. Greta thought that additional training on scheduling matters would be helpful.

ACTION: Directors will retrieve, in the next couple of weeks, a complete list of the schedulers in their departments. The list of schedulers will then be emailed to John. John will look into providing a training session for schedulers and course input personnel.

John asked if it would be helpful to have a centralized course input person. Sandy expressed the concern that a centralized input person would not have ready access to various program schedulers to resolve issues. Sandy also expressed concern about Colleague room capacities and noted that a centralized input person may not know which rooms can be divided, etc. John said he would like to see us work up a database or secure a software program that listed classrooms and capacities accurately.

[Agenda item 13] John noted that the commencement procedures brochure published in January is ambiguous about which courses can be counted for credit even though a D grade was earned. John asked why a D grade in an academic course could not transfer in but would count if earned here. Discussion ensued. Lynn recommended that the best way to resolve the discrepancy would be to require a C grade for all courses, including academics.

[Agenda item 14] John said we need to determine the last date for spending Perkins funds. April 1 is the last date to purchase equipment with Perkins funds, he noted. We should also have a pretty good idea about travel plans by the middle of April.

**ACTION:** Department chairs will be reminded to initiate any Perkins equipment purchases by the April 1 deadline. Perkins money for travel should be encumbered by April 15.

To encumber money, you have to know where you're going to go, what the function is, and what the approximate cost will be. Terry noted that she doesn't know many details about the dates and costs for the DACUM's that we will need to conduct this summer.

[Agenda item 15] Miscellaneous

John noted that the Texas Commission on Human Rights audit is complete and that Carrie Gayeske is preparing our response. We will be revising some COP's and some processes. HR will post questions that can be asked in the interview. The same questions should be asked of each candidate, and a record should be kept of the responses. HR may be calling departments for some additional information for our response to the TCHR. In the future, interview questions and responses will have to be filed with HR area.

Sandy noted that she doesn't like the TIBH dry erase markers and ordered some different markers. Now Purchasing is holding up the purchase, even though other departments seem to be getting by purchasing dry erase markers from other vendor besides TIBH. The documentation process to purchase different markers is extremely cumbersome, Sandy noted. Ronda suggested that only smaller orders for non-TIBH dry erase markers be placed, since Purchasing generally will not hold up small orders. Sandy suggested that the Purchasing area make a bulk purchase of TIBH pens and dry erase markers for free distribution to campus personnel so that the improved quality of these TIBH products can be demonstrated.

ACTION: Sandy will give John the requisition number for the dry erase marker purchase. John will look into the matter.

Ronda said we cannot submit personnel requisitions (even for “anticipated openings”) for the fall term until we go through our initial budget planning, which should take place next month.

Ronda noted that Cheryl Thomas was asking if instructional money could be used to purchase the materials for a smoker to be used as a giveaway. John said instructional money could NOT be used for any such purpose.

Bob noted that he is checking into a program for recycling rechargeable batteries. Radio Shack will also accept rechargeable batteries for recycling, Sandy noted. Bob also suggested donating old phones to the TEL program.

ACTION: If anyone thinks there would be a need for a rechargeable batteries program, he or she should contact Bob Gordon.

Terry asked John about the status of the proposed contract between TSTC, Chris Ermoian, and the Texas Music Café. John said that TSTC’s legal counsel had reviewed the proposed contract, and it was not acceptable as written. Discussion ensued.

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

#### SUMMARY OF ACTION ITEMS

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