

Instructional Directors' Meeting
April 12, 2005
Minutes

Attending were Bob Gordon, Ronda Palmer, Wayne Blinka, Greta Hecker, David Day, Terry Conroy, and Lynn Parks.

[Agenda item 1] Wayne noted that Greta had suggested TSTC do a yearbook to commemorate our 40th anniversary. Elton liked the idea and put Eliska Flores in charge of the project.

[Agenda item 2] Wayne distributed copies of the proposed dates for Student Appreciation Day. The proposed summer 05 date is June, the same day as Dia Techsana. Wayne noted that there should be free food for students, perhaps served by a student organization.

Wayne asked for reactions to the new campus signs. Several people expressed concerns about some signs. Ronda thought that the sign-makers weren't working off a final draft of the sign instructions. Terry thought the signs were, on the whole, not well done. Greta thought we should submit to one person a list of corrections and suggestions. Wayne volunteered to compile a list of sign concerns.

ACTION: Directors will solicit feedback on the new campus signs and forward that feedback to Wayne by this Friday (April 15).

[Agenda item 3] Wayne noted that the admissions and records office is restructuring. Dawn Khoury is cross-training her personnel so that more students can be handled at one time.

[Agenda item 4] Wayne distributed copies of the proposed registration schedule for FA 05 from Charles Reed.

ACTION: The proposed registration schedule for FA 05 will be disseminated to all department chairs.

Wayne pointed out that Dawn has proposed running a deregistration a few days before classes start for the summer term. Wayne suggested instead to Dawn that a list of non-paid students be run a few days before classes, so that the students could be contacted by their program regarding payment. Wayne said that Dawn offered a compromise—to do both. Now she plans to run a list of non-paid students and then run a de-registration on Friday before classes begin on Monday.

David asked Wayne how the new advising process was working in his cluster. Wayne said the students were tested and received recommendations from the counselors; then they went to their major programs for course input. In the new process, the TSI is being

effective in placing students into the proper remedial courses, Wayne thought. Bob pointed out that the counseling office does course input for non-declared majors.

[Agenda item 5] Wayne distributed copies of a memo from the Texas Higher Education Coordinating Board which gives a weblink to the agenda for the April 21 THECB meeting. The weblink is at <http://www.thecb.state.tx.us/about/agendaminutes/Ag0405/>

[Agenda item 6] Wayne distributed copies of a memo regarding upcoming THECB audits of room utilization at the TSTC colleges. Harlingen will have its audit in FA 2005. Waco will have its audit in WI 09.

[Agenda item 7] Wayne distributed copies of an email from Sandy Pulliam regarding the need to begin planning for next year's Perkins allocation.

ACTION: Department chairs will be informed of the need to begin planning their Perkins budgets for the next school year.

[Agenda item 8] Wayne distributed copies of an email regarding an upcoming student retention conference hosted by Academic Impressions. The conference will be held June 15-17 in Vail, Colorado. ~~John Spradling~~ President Stuckly had noted that someone from SES might be interested in attending this conference.

[Agenda item 9] Wayne distributed copies of an article about dual enrollment opportunities that had been sent from Maggie McCarthy of the Rapaport Foundation to Elton Stuckly. Maggie noted that the Rapaport Foundation is interested in starting a Rapaport Academy high school on our campus.

[Agenda item 10] Wayne distributed copies of a notice regarding upcoming Texas FFA Association and the Vocational Agriculture Teachers Association events. Wayne noted that Elton Stuckly and Eliska Flores will see if we can be further involved, perhaps hosting a conference some time in the future.

[Agenda item 11] Wayne distributed copies of information regarding the recent audit of the Annual Financial Report Procedures and Selected Financial Statement Disclosures for the TSTC System. The audit resulted in no significant findings or recommendations.

[Agenda item 12] Wayne noted that summer casual dress code will begin June 1 and will end August 31. Women's capris will be allowable during the summer dress code period. Greta pointed out that we still need to maintain business decorum; directors should ensure that appropriate attire is worn.

ACTION: Information about summer dress code period will be disseminated. Directors should ensure that appropriate attire is worn within their units.

[Agenda item 13] Wayne noted that on March 24, the Presidents met in an executive cabinet meeting. The items discussed included room utilization issues, the business

continuity plan (disaster recovery plan), and allocation of leftover computer money unspent by System. Dale Norwood is proposing purchase of a new server that would benefit the entire System using the leftover money.

[Agenda item 14] Wayne distributed copies of an article from the Fiscal Notes bulletin entitled “Nano-size Me.” The article mentions TSTC Waco as having received a grant to start a nano-technology program.

[Agenda item 15] Wayne distributed copies of a bulletin from the Valley Mills School District which included pictures from their recent Career Day. One picture showed TSTC instructor Daniel Bateman taking a student’s picture with a thermal imaging device.

[Agenda item 16] Wayne noted that in lieu of an invocation at the next graduation, there will be a moment of silence followed by a recitation of the last verse of “The Star Spangled Banner.” That compromise on the invocation issue had been suggested by Lynn. ~~Wayne Ronda~~ then gave a dramatic reading of the last verse. David suggested that Michael Pierce do the reading at the graduation ceremony.

[Agenda item 17] Wayne noted that the softball tournament held annually at the Employee Awards Day will continue as usual. Student workers are not eligible to play, he noted.

[Agenda item 18] Wayne passed along a message from Faculty Senate President Tom Dean that all faculty are encouraged to vote for Faculty Senate positions.

ACTION: Department chairs will be asked to remind their faculty to participate in the Faculty Senate elections.

[Agenda item 19] Wayne distributed copies of the “TSTC Turns 40!” bulletin that was included in a recent edition of the Waco Tribune-Herald. Alexis Neumann in the President’s Office is planning to send a copy of the bulletin to every advisory committee member.

ACTION: Department chairs should update their advisory committee lists and addresses so that copies of the “TSTC Turns 40!” bulletin can be emailed to all advisory committee members.

Miscellaneous

Ronda noted that she has received several property transfer forms, but she is still needing some. Greta asked if Ronda could generate an updated list of items that still need to be transferred.

ACTION: Ronda will secure an updated list of property items purchased with HEAF/CUF funds that still need to be transferred to the appropriate department.

Bob noted that, as a result of Career Day, SOS Staffing had received 20 applications from students in various fields. SOS Staffing wanted us to help them set up a computer station where the TSTC student applicants could receive testing. The SOS corporate personnel who will come down for the testing may want to visit with David Day and Wayne Blinka about establishing a partnership training program.

Terry noted that Fred Nelson in the IDEAS Center has copies of computer-based training material now located on a central server. Dale Norwood also wants to put the training modules on the network. Employees can access the training modules free.

ACTION: Employees will be reminded that they can access for free training modules in various popular software packages. Contact Fred Nelson for further details.

Terry also said that a student was concerned about the show that was recently on the cafeteria television. Terry wanted to know who should be in charge of monitoring what's on the cafeteria television. To complicate matters, NTS is about to provide basic cable service to the campus's televisions. Greta thought that someone in the student services area or perhaps the business office should be in charge of monitoring programming. Terry noted that Willie Hudson will not be in charge of monitoring the programming on campus televisions. Greta hoped that the instructional division will not be charged for the monthly cable bill.

David noted that he had been contacted by Hoffland Environmental Enterprises, which is now doing training in China. We may have the opportunity to train cohorts of Chinese technicians.

Greta noted that the upcoming Boy Scout Merit Badge College on our campus starts this Friday (April 15). It should be bigger and better than last year's college. It concludes Sunday afternoon.

Also, on May 14 we will host a Scout Show, Greta noted. This will be an opportunity for recruiting.

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

SUMMARY OF ACTION ITEMS

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ACTION: The proposed registration schedule for FA 05 will be disseminated to all department chairs.

ACTION: Department chairs will be informed of the need to begin planning their Perkins budgets for the next school year.

ACTION: Information about summer dress code period will be disseminated. Directors should ensure that appropriate attire is worn within their units.

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