

Instructional Directors' Meeting
Minutes
April 20, 2004

Attending were John Spradling, Bob Gordon, Debbie Christian, Ron Sanders, Lynn Moore, Dennis Meyers, Ronda Palmer, Lynn Parks, and Wayne Blinka. David Day arrived late.

[Agenda item 1] Old Business

Regarding the 0200 courses, John said the issue of prerequisites and early registration is still being scrutinized by Francette Carnahan and Brenda Montemayor. John thought we would have a solution by fall registration. For now, students should be put into placeholder 0010 sections. We will later roll the students who pass DMTH 0200 out, Lynn M. said; students will not have to process a drop slip to get out of 0010.

ACTION: Lynn M. will ensure that students who passed DMTH 0200 will be dropped from 0010.

[Agenda item 2] John asked for a volunteer to cover a Bellmead Chamber function for him. Lynn M. volunteered to go.

[Agenda item 3] John said the matter of open parking was being considered but was not likely to pass. He also noted that a new, colored parking decal had been designed with a larger TSTC star.

Debbie asked what to do if visitors were coming onto campus. John said to notify the campus police department if a group of visitors was coming, so that they would not receive parking tickets. Ron suggested putting some designated visitor parking by the Connally building. John thought that would happen.

CNS instructor Jimmy Summers arrived to discuss the idea of placing advertising in some selected trade journals and magazines, including advertising for summer training programs. Jimmy wanted to gather a list of the top publications for each disciplinary area to be considered by the marketing department for advertisements.

ACTION: Directors should let their department chairs know that a solicitation will be made for possible journals and magazines to advertise in. Only the five top picks for each area should be suggested—not dozens.

Dennis noted that he was getting ready to send out continuing education and industry training brochures.

ACTION: Dennis Meyers should be notified as soon as possible if programs plan to do CE or industry training offerings in the summer term.

[Agenda item 4] John noted that Kirk Hunter with the American Chemical Society and Oren Reich with the American Welding Society are running for officer positions that give us national exposure.

Dennis noted that it would be good if we could get American Welding Society accreditation for our welding program. We could even set up an AWS testing center, although the examiner could not be the person who provided the training.

[Agenda item 5] John noted that the Access and Equity Steering Committee has been meeting to review possible changes to the committee's structure and duties.

[Agenda item 6] John announced that a Coordinator of Alumni Relations position is being studied.

[Agenda item 7] John asked Wayne to check with Rufus Lamere on the possibility of manufacturing some additional flying disks for recruiting premiums.

[Agenda item 8 & 15] John noted that there will be a tour of Regents Circle personnel in conjunction with the Board of Regents meeting. On May 17 participants from Germany in the Fullbright Scholars Program will be touring TSTC as part of their study of technical education in the U.S.

[Agenda item 9] John distributed copies of a final audit report of our Continuing Education functions. Dennis noted that all enrollment verification that we do for matriculated credit courses (12th day rosters or their equivalent, etc.) we have to do with CE courses. John discussed with Debbie a possible personnel change that will impact her department as we seek additional CE leadership.

[Agenda item 10] John distributed copies of revised SOS entitled "Purpose and Composition of the Management Council." The SOS has been revised to include the faculty senate president and staff senate president as fully participating members of the management council.

[Agenda item 11] John noted that President Bush will not be able to stop for a campus tour any time soon; Senator Cornyn, however, might be able to tour.

[Agenda item 12] John reminded everyone that ALL expenditures should be submitted by June 1. Lynn P. pointed out that Sandy would not approve Perkins travel out of the country or to Alaska or Hawaii.

ACTION: All instructional units should be reminded that ALL expenditures should be submitted by June 1. Perkins equipment money should be submitted by May 1. Perkins travel requests should be submitted by June 1.

[Agenda item 13] John pointed out that a special legislative session examining public education financing and real estate tax reform began today.

[Agenda item 14] John distributed copies of an article regarding Christine Kinslow, who graduated from TSTC having overcome severe difficulties.

Elton Stuckly arrived to ask Dennis about a contract. Elton said he was concerned about our lagging enrollment. Elton complimented Wayne for the tours he had set up.

[Agenda item 16] John noted that the President will not be attending the retirement reception for Donald Brown of the Texas Higher Education Coordinating Board; Systems personnel will represent us at that function.

[Agenda item 17] John noted that he will be speaking with Mark Long this week regarding implementation of our textbook publishing initiative. Mark will transition out of the English department to lead this initiative.

ACTION: Directors should notify their department chairs that Mark Long will be attempting to initiate textbook projects.

[Agenda item 18] John noted that the recruiting billboards that instruction has funded will be revealed at the upcoming Board of Regents meeting.

[Agenda item 19] John distributed copies of a proposed COP entitled “Approval Process for Contracts.” He discussed the flow of approvals page of the COP (page 4).

ACTION: Directors should review the proposed COP entitled “Approval Process for Contracts” and get any feedback to John by Friday, April 23.

[Agenda item 20] Miscellaneous

John congratulated those who had led in and participated in the Boy Scouts camporee and merit badge college. He said we will try to do a similar Girl Scouts event this fall.

ACTION: Everyone involved in the Boy Scouts camporee and merit badge college should be thanked for the fine work they did.

John reminded everyone that only HR is authorized to discuss and negotiate salaries. If applicants have questions regarding salary, they should be referred to HR.

ACTION: All supervisors should be reminded that only HR is authorized to negotiate salaries.

John noted that Carrie Gayeske is interested in forming a Toastmasters group on campus.

ACTION: If anyone is interested in participating in a weekly Toastmasters meeting, they should notify Carrie Gayeske.

John noted that graduation went well. Participation by all faculty is improving.

John also noted that we are working to improve campus signage.

John also noted that requests for phone service will need to be deferred until this Thursday.

John also noted that NTS will conduct a customer service survey in the near future.

John distributed copies of responses to the question of why summer enrollment is lagging; the ideas were from personnel in the computer/graphics cluster.

ACTION: Additional ideas about why enrollment is lagging and how to improve the situation should be forwarded to John.

Lynn P. asked how long we will have to wait before we make the case that we tried the semester system, it didn't work for us, and we want to go back to a quarter system, primarily to enhance summer enrollment. John said that we seem to be locked into the semester system for the foreseeable future.

Wayne noted that some of his students were waiting to register until they had lined up their co-op assignment. David thought some students were waiting to register because on-line registration provokes procrastination.

Lynn M. thought some of her students were waiting to see if they could jump to a higher remedial level before they register. John said he wanted to discuss later with Lynn M. the cutoff point in the term for trying to test out of the next remedial level.

Debbie asked if John would approve running small sections of remedial reading and writing for the 12-week summer term. Lynn M. said there has not previously been a demand for 12-week reading and writing classes for the summer. Discussion ensued. John suggested that Lynn M. arrange to do SES scheduling at the same time the other academic courses are scheduled.

ACTION: Lynn M. will visit further with Debbie about the best time to schedule 12-week sections of remedial writing and reading for the upcoming summer term.

John noted that Perkins budgeting would probably take place in June. He is trying to complete the E&G instructional budget for FY 05.

Ron noted that the e-learning task force is recommending Academus as the portal software we use. It should interface well with Colleague and all college resources. The task force will look at learning management systems next. They will need feedback from across the campus regarding the learning management system; the vendor summit will be in May.

Dennis noted that he had declined to put up a wall in his new office, since the estimate on it was \$1500.

Ronda said if personnel were going to be making computer purchases, they should let her know for best price information.

ACTION: Everyone should let Ronda know if a computer purchase is about to be made.

Ronda noted that leave requests are being submitted by instructors for comp time. John said that no instructor should be submitting comp time. They are paid to do a job no matter how many hours it takes to do so.

ACTION: Instructors should be reminded not to submit leave requests for comp time or flex time.

Chuck asked if we could put together a single flag for Ft. Bend/Palacios to be carried in at graduation with the other flags.

ACTION: Ron will have Tony Taylor check with Chuch regarding a flag for Ft. Bend/Palacios.

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

SUMMARY OF ACTION ITEMS

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