

Instructional Directors' Meeting
April 25, 2006
Minutes

Attending were Bob Gordon, Ronda Palmer, Howard Childs (for Y'vonne Williams), Fred Khozein, David Day, Terry Conroy, Selby Holder, Mike Denn, and Lynn Parks. Chuck Abshier joined the meeting via telecommunication.

The agendas were distributed.

Fred covered the following items from this week's President's Cabinet/Executive Team meeting.

1. Fred distributed copies of an email regarding the TSTC Road Show #2, which will be held May 11 in Gatesville.

ACTION: Directors will consult with their department chairs about having representation at the TSTC Road Show #2, which will be held May 11 in Gatesville.

Sandy Pulliam visited the meeting to discuss Perkins issues.

Fred passed out handouts showing the FY 07 Perkins allocations to the different cluster directors. He noted that some adjustments had been made in Perkins allocations. In some cases, proposed budget requests which was submitted in March, will be addressed by ICE or HEAF funds as funds become available.

Sandy said she was ready for the cluster directors to finish submitting Perkins proposed budgets and ancillary information (exactly what trips the money will fund, etc.).

Fred noted that if a department has an E&G or Perkins allotment that isn't spent according to the established timeline, that money will be diverted to other areas. For example, capital items must be bought by the October deadline, and Perkins travel must be encumbered by the end of March.

Sandy reminded everyone that Perkins allocations are lumped into one account per cluster; the cluster directors should track to ensure that the different departments are staying within their budgeted amounts.

Sandy also noted that if a department still has E&G travel money at this point in the fiscal year, it should be used first before using further Perkins money. If money has been encumbered for a trip, and it turns out the person cannot go on the trip, then Carolyn Farmer should be contacted about unencumbering that travel money, so that someone else can use it.

ACTION: Cluster directors will ensure that their programs have submitted detailed Perkins budget proposals, including the who/when/what/why for travel, according to the

adjusted Perkins allotments. (The Coordinating Board will allow a season to be designated for travel, if the exact date is not known.) The budget information should include the matching local plan information. This information needs to be in to Sandy Pulliam by Friday, April 28, if possible.

2. Fred noted that everyone had done a good job shoring up the IE UAP goals. SACS is examining UAP action plans closely for their Virtual College of Texas (VCT) review.

3. Fred passed a handout of proposed revision to COP 7.41 Student Ratings of Instruction. The revised COP explains how the student ratings were distributed .

4. Fred asked if anyone had received results from the SP 06 Student Environment Study. No one had received hard copies yet. Fred said that ratings regarding student satisfaction with advising and registration, etc. had gone up. Fred noted that the study results are now available electronically (go to the TSTC Waco home page, then Faculty & Staff, then IERP, then Data Resources, then Student Environment Study). Fred noted that the survey showed some dissatisfaction with the TSTC website. Terry and Mike said we needed to review the questions and the comments very carefully to guide improvements to the website.

ACTION: Directors will encourage their department chairs to review the SP 06 Student Environment Survey results, available from the Data Resources area of the IERP web page.

ACTION: Fred asked that the directors forward their NTS concerns to Bob, who will forward them in aggregate fashion to Dale Norwood.

5. Fred noted that letters of intent to rehire faculty should be coming out by May 15.

6. Fred noted that a listing of personnel who will not be renewed (who are retiring or leaving) is due to him by April 28. Fred will carry the names forward to HR. The reason why the person is not being renewed should be stated.

7. Fred distributed copies of a notice regarding a Safety Summit in Austin on May 17-18. David Day said he plans to attend the summit.

ACTION: Directors will ensure that a listing of personnel in their areas who will not be renewed (who have notified HR to retire or leaving) is forwarded to Fred by April 28.

8. Fred noted that TSTC had received good publicity in the John Young editorial in the April 16 Waco Tribune-Herald. The editorial included information about how local school districts benefit by partnering with TSTC.

9. Fred noted that the issue of improving student activities was being discussed. We have intramurals, student appreciation day, etc. He asked what else we could do. Bob suggested that we have an outdoor concert each semester. Howard said we should look at

having a school team, perhaps in basketball. Fred said that a sports team would be a hard sell with the TSTC System. Bob suggested a comedy night at the gym, or other guest speakers. Terry suggested some kind of annual competitions between clusters or departments, such as robot wars.

ACTION: The faculty and staff should be canvassed to see if there are additional ideas regarding enhancing student life on campus. Those ideas should be forwarded to Fred.

10. Terry noted some concerns she had received regarding NTS disapproving of some proposed hardware/software purchases. She was also concerned that IER&P notices had been coming into her junkmail folder instead of her work folder. Discussion ensued. Fred said that Dale Norwood really solicits feedback and wants to make improvements.

11. Fred noted that visitors from the Netherlands were coming May 9-10 and from Nigeria were coming in mid-May.

12. Fred noted that graduate follow-up information is now due to IER&P.

ACTION: Department chairs will be reminded that graduate follow-up information is now due to IER&P.

13. Fred noted that during College Preview, some departments were not open. Fred said we must do a better job facilitating registration at such functions by ensuring that programs are open and personnel are available. Terry, David and Selby said we needed to know which departments were not open so that corrective action can be taken. Fred said that President Stuckly warned that he will personally follow up on any reports that personnel are not available in a particular area. Bob said it would be helpful to have a sign noting which entry door is open for night classes.

ACTION: Department chairs will be reminded to keep personnel available during functions such as College Preview; Elton Stuckly will be investigating if he gets a report that personnel are not available in a particular area. Fred said he will ask Elton to get specific information about which departments are not staying open when they need to be open. Department chairs will be encouraged to look into signage which would note which entry door is open for night classes.

Howard noted that it looks bad for students to be pulling transmissions, etc. over between Village Oaks and the Credit Union building.

14. Fred noted that he needs softball players for the Instructional Division softball team to play on Employee Awards Day. Selby noted that Steve Roessler would make a good coach for the team.

ACTION: Faculty and staff will be canvassed to find good softball players for the instructional division team. Selby will draft Steve Roessler to be the coach.

15. Fred distributed copies of an email from Larry Grulick noting the T-STEM project is gearing up. Garry Sigler, Richard Wheet, Roger Bowles, and others are on the T-STEM team.

16. Fred distributed copies of a listing of the TSTC WebCT Vista 4.0 Implementation team members from the various TSTC colleges. Ron Sanders, Terry Conroy, Fred Nelson, Bob Simonette, Sylvia Edwards-Borens, Lance Zimmerman, and Otto Wilke are on the TSTC Waco team.

Fred then covered the following items of interest to the Instructional division.

1. Fred distributed copies of the email announcing the Rapoport Academy information session to be held Thursday, April 27 at 6:00 p.m. Fred noted that the Rapoport Academy will really try to integrate their efforts with our programs and facilities. Rapoport personnel will visit with department chairs at some future point.

2. Fred noted that graduation would be held Friday, April 28 at 6:00 p.m. at the HOT Coliseum.

ACTION: Department chairs will be reminded to have their personnel present at TSTC graduation on April 28.

Terry noted that HR is trying to update the organizational charts on the web (linked under the HR area).

Bob noted that April 26 is Administrative Assistant's Day.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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