

Instructional Directors' Meeting
Minutes
April 5, 2005

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.

Lance Zimmerman visited the meeting to discuss our agreement with Global CBT. As part of the contract, we have unlimited access to a number of CD's with computer based training material. Lance distributed a list of the topics available, which are focused on training in using popular software. We can duplicate, distribute, or sell these CD's. Lance wanted to make sure everyone was aware of this resource. These are training CD's made with Macromedia Director (not the software itself). Fred Nelson will house the CD's and can duplicate them for anyone who wants them. We pay an annual subscription of \$5,000 for access to these training materials. Lance said that Global CBT also has additional training materials available at a reduced price. They also have an electronic library available for an annual subscription of \$80 per individual user. Bob asked if we could purchase a site license for the library materials; Lance said a site license wasn't available.

ACTION: Department chairs will be informed about the Global CBT training CD's available from Fred Nelson in the IDEAS Center. Greta said she would talk to Lance further about utilizing the CD's in her cluster as supplemental instructional materials.

[Agenda item 1] John noted that instructional programs on the flight line would be impacted between Sunday and Tuesday due to the President returning from the Pope's funeral. Additional security measures should be in place. Classes in these programs should be relocated on Monday and on Tuesday morning.

ACTION: Programs on the flight line should be notified about the need to relocate their classes on Monday and on Tuesday morning (April 11 and 12) for the Presidential traffic.

[Agenda item 2] John reminded everyone that a PO is necessary before committing to purchase any item. Discussion ensued about what to do in emergency situations.

ACTION: All personnel who do purchasing should be reminded to initiate a PO before making a purchase.

[Agenda item 3] John noted that Rob Wolaver is revising the CE course refund policy so that until a CE or industrial training course begins, a full refund can be issued. Once a course begins, no refund can be issued.

[Agenda item 4] John noted that students can now make payments online. A housing payment must be made separately from a tuition payment.

[Agenda item 5] John noted that when the police department has closed their file on a report, that file can be accessed through an open records request to the police department. Active files cannot be accessed through an open records request.

[Agenda item 6] John distributed copies of a spreadsheet showing final certified numbers for the current base year (SU 04-SP 05) versus the 02-03 base year. Waco was the only TSTC college who showed growth in technical contact hours and overall contact hours. (Both Waco and Harlingen showed strong growth in academic contact hours, but Harlingen was down in technical contact hours and overall contact hours. Waco exceeded Harlingen by nearly 50% in total contact hours.)

[Agenda item 7] John noted that we have received the full report from the recent HR audit conducted by the Texas Commission on Human Rights. Carrie Gayeske is currently preparing our response. We will have to make changes to some policies.

[Agenda item 8] John noted that we're studying the feasibility of new training programs in steel frame construction and in corrugated packaging. These could be for matriculated credit or run as industrial training programs.

[Agenda item 9] John distributed copies of Jerry Hutyra's draft of the due dates for FA 05 scheduling. John pointed out that the due date for putting information into the bookstore's online database is June 3. Greta suggested that the person maintaining the bookstore online database be given a bit of time for database cleanup. Greta also noted that the fall term is scheduled to begin August 29, and nine-month faculty are not scheduled to be back until September 1.

ACTION: John will look at moving the bookstore information deadline to around July 1 so that programs can put in more accurate data. The draft of the "Semester Scheduling Events and Due Dates" will be distributed to the department chairs. Feedback should go to Jerry Hutyra.

[Agenda item 10] Miscellaneous

John asked Yvonne to provide a faculty schedule for everyone who is teaching any classes for SES.

ACTION: Yvonne will provide for John a faculty schedule for everyone who is teaching SES classes.

John asked Sandy to have Wayne send to him the workload calculator.

ACTION: Sandy will have Wayne send to John the faculty workload calculator.

John reviewed overload and large class stipend requests.

ACTION: John will send his SP 05 overload and large lecture report to the directors as soon as he has it finalized.

John noted that he has passed along to CAA the information about TACTE's logo contest.

John noted that DA should have a representative nominated to attend the upcoming WECM workshop in the health sciences area. He gave Lynn copies of information about the workshop.

ACTION: Lynn will ensure that DA nominates an instructor to send to the upcoming WECM workshop for health-related courses.

Sandy noted that she is having a problem with co-requisites. She has an AC course that should have trig as a co-requisite, but if we plug it in as a required co-requisite, Colleague only will allow AC and trig to be taken in the same term. What we need, Sandy said, is for Colleague to look for the trig class first; if it has been completed, then the student could sign up for AC. If the student hasn't taken trig, he or she could take trig and AC in the same term. John said Sandy should talk to Brenda Montemayor further about this problem.

ACTION: Sandy will talk to Brenda Montemayor about debugging the co-requisite problem.

Ronda noted that she has updated the list of departments who still need to submit property transfer forms. If an item was purchased with HEAF/CUF funds and has an inventory number, you have to transfer that property. Ronda distributed the lists of departments who need to file property transfer forms.

ACTION: Directors should work with department chairs to ensure that property transfer forms have been forwarded to Ronda for all property with inventory numbers bought with HEAF/CUF funds. Ronda also should be notified if purchased items were not assigned inventory numbers.

Lynn noted that BUSM instructor Ken Davis has been hospitalized with a severe case of pneumonia and is in critical condition. He is at Scott & White in Temple. [Mr. Davis subsequently passed away.]

Terry noted that the new and improved website is up again, thanks to many extra hours of work from Ron Pursley. Sandy asked that next year's school calendar be posted.

ACTION: Terry will work with Ron Pursley to get next year's school calendar posted on the website as soon as possible.

Sandy suggested that at College Preview, we have the next year's school calendar available on bookmarks for distribution to prospective students.

ACTION: John will pass along to Marketing the idea of having the next year's school calendar available on bookmarks for distribution at College Preview.

David Day distributed samples of soda openers and screwdrivers, imprinted with the TSTC logo, which he purchased as giveaways. He also has rulers. Giveaways can be purchased with E&G funds but have to cost less than five dollars each, John noted.

Chuck asked what he should do if a student came to school apparently stoned or drunk. John said Chuck should not try to notify the parents, but that the student could be asked to leave the class. Terry said that Sylvia Edwards-Borens might have further information about handling such situations.

Chuck also noted that Calhoun High School wanted to examine the syllabi of courses we would be offering to their students on a dual-credit basis. John said sharing the syllabi for that purpose was acceptable.

Greta noted that on May 14 TSTC will host a Scout Show (a recruiting activity for the Scouts). This is a different activity from the upcoming Merit Badge College. If anyone wants a poster advertising the Scout Show or wants booth space for recruiting, they should contact Greta.

ACTION: Information about the Scout Show to be held at TSTC on May 14 will be disseminated. If anyone wants a poster advertising the Scout Show or wants booth space for recruiting, they should contact Greta.

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

SUMMARY OF ACTION ITEMS

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