

Instructional Directors' Meeting  
May 10, 2005  
Minutes

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

The agendas were distributed.

John distributed copies of the newly revised and finalized SEMESTER SCHEDULING EVENTS AND DUE DATES FALL 2005.

[Agenda item 1] John noted that we plan to begin a tutoring project this summer as a special intervention for students on academic alert. Some Perkins money will help fund the project. The student tutors will receive training. After that, tutorials will be held in reading, writing, and math from June 1 through August 15. We hope to find about nine tutors for a pilot group of up to 120 students on academic alert. This will basically be a mandatory study hall for this cohort of students, John explained.

**ACTION:** Directors will canvass their programs to see if they can find good math, reading, and writing student tutors. Students who might make good tutors should be sent to Yvonne Williams or Pam Hunter for further screening.

[Agenda item 2] John noted that NISOD attendees need to coordinate travel with Alexis Neumann. Everyone should ride in state vehicles if possible. If you drive your own vehicle, you should not request reimbursement for mileage.

**ACTION:** Directors will remind NISOD attendees in their cluster that they should coordinate travel in state vehicles with Alexis Neumann. Departments should cover the costs for their attendees (Ronda will give budget infusions as necessary). Attendees should be reminded that they will not receive mileage reimbursement if they take their personal vehicles.

[Agenda item 3] John noted that there will be another order put in for TSTC 40<sup>th</sup> anniversary glasses, since some areas apparently picked up too many glasses and not all employees received one. Additional glasses can be bought for \$2.50 each. Notify Alexis Neumann by this Friday if you would like to purchase additional glasses.

**ACTION:** All personnel should be notified that additional TSTC 40<sup>th</sup> anniversary glasses will be ordered so that each employee can receive one. Employees may contact Alexis Neumann by this Friday (May 13) if they wish to purchase additional glasses.

[Agenda item 4] John noted that he had received one comment on the proposed COP on stipends for cell phones.

ACTION: Any additional comments from directors regarding the proposed COP on cell phone stipends should be forwarded to Pam Price as soon as possible.

[Agenda item 5] John noted that two instructional personnel received an IP grade while taking a class on an employee scholarship. They will not be allowed to enroll in courses this summer. They will be charged for the course, but can get the charge removed once they complete the course. The COP will be revised so that no additional scholarship money will be allotted to employees until any IP has been completed, and employees will have one term to complete their IP.

[Agenda item 6] John noted that registration will continue today (May 10) through 6:00 p.m. Summer 05 enrollment is down a bit from Summer 04. Some students may be waiting to register for 12-week and second 8-week courses, but students registering after today for those classes will be counted for the fall term, John explained. Yvonne thought that some registered students were not showing up properly; John said he would check with Shelly Sheffield on the matter.

[Agenda item 7] John noted that an ad hoc committee on room utilization had been appointed. Committee members will be Henning Hansen, Greta, Yvonne, David, Lynn, Wayne, and Chuck. We need to do a better job on lecture space utilization, John said.

[Agenda item 8] John noted that Terry, David, Greta, and Yvonne have been placed on the Professional Development Day committee.

[Agenda item 9] John explained that schedules should not be built to accomplish an employee benefit (to allow employees Friday off, etc.). Flex time for night classes is okay.

[Agenda item 10] John noted that CAA had made an emergency request to utilize some of this year's Perkins funds to purchase tables and chairs. He asked if there were additional emergency requests; there were none. Terry thought we should continue to fund good placement on search engines and fund a "word tracker" service so that we know how to show up on the most common search combinations, and she might need some Perkins funds for those. Greta thought we were having some trouble with the audio-visual equipment in the JBC auditorium equipment. Terry said the only problem she was aware of was with a wireless microphone that will be replaced.

Terry also noted that occasionally someone will schedule an event in the JBC auditorium without going through the proper channels. We should have a checklist to ensure that people scheduling events have contacted everyone they need to contact to reserve the room, for audiovisual equipment, for heating/cooling, etc. John said that both Lora Sims in the IDEAS Center and the President's office can do JBC auditorium scheduling. Terry thought all JBC events should be scheduled through Lora.

ACTION: Terry will draft a checklist for people who are scheduling events into the JBC auditorium.

ACTION: John asked Lance to check with Ed Price to ensure that he has sufficient funds for co-op travel for the summer.

[Agenda item 11] John said he was beginning to review FY 06 proposed budgets. The only stipends that should be factored in (in object code 77743) should be for directors or department chairs. Make sure if personnel have changed to nine months (or vice versa) that the departmental salaries reflect this. Perkins requests do not go on the E&G budget planning sheets. However, all other capital requests will go on the E&G budget (whether they eventually get paid from HEAF, CUF, etc.). Total budget requests should come in at or under where we were for FY 05, since we have to fund some new programs.

ACTION: Directors should forward to Sandy Pulliam the Perkins proposals for FY 06.

[Agenda item 12] Miscellaneous

Wayne noted that he had received a call from Marcus Balch. Marcus relayed that he had encountered a student who claimed he had been turned away from registering for welding courses for the summer and told he would have to wait for welding classes until the fall. David said the first-semester welding classes were indeed likely full, but the student should have been given a schedule of academic classes while at the welding department rather than being routed to various other people.

Ronda noted that she would be out this Thursday and Friday. Requisitions needing approval should be sent straight to John.

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

#### SUMMARY OF ACTION ITEMS

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