

Instructional Directors' Meeting  
May 16, 2006  
Minutes

Attending were Y'vonne Williams, Ronda Palmer, Ron Sanders, David Day, Selby Holder, Mike Denn, Diana Sphar (for Terry Conroy), Richard Wheet, and Lynn Parks.

The agendas were distributed.

[Agenda item 1] Ron distributed copies of an email from Carliss Hyde regarding her intention to apply for a Wagner-Peyser grant involving our nanotechnology program.

[Agenda item 2] Ron noted that the new 2006 TSTC commercials were out. Mike said he thought they were good.

[Agenda item 3] Ron noted that the TSTC Road Show at Gatesville went well. About 400 students attended.

[Agenda item 4] IER&P has determined that the instructional division's Unit Action Plans are now in good shape.

[Agenda item 5] Ron distributed information about who is on the new SES advisory committee. The committee should help shape the SES instruction and help us with retention. Ron noted that the SES area does a great job working with students who didn't succeed in twelve years of public schooling.

[Agenda item 6] Ron distributed copies of report about the need to conserve energy; the report includes some energy-saving tips. We really need to save energy so we can save money, Ron said. Directors should be aware that a new energy conservation committee is being formed and that they will be contacted to participate. With rising energy costs, this campaign has a lot of support from the President and CFO.

**ACTION:** Cluster directors will forward the report regarding energy conservation to their department chairs.

[Agenda item 7] Ron noted that the cafeteria plans to stay open until 6:30 p.m. for a couple of weeks, to see how much traffic they get. If there is not much traffic, they will shut down at 2:30 and provide box suppers to students requesting them. Richard said if students are paying for a meal plan that includes suppers, the cafeteria really should stay open.

**ACTION:** Ron will forward the point that if students have already paid for suppers in their meal plan, the cafeteria really should stay open for suppers. Ron will also check into whether or not the needs of diabetic students have been taken into account.

[Agenda item 8] Ron distributed information regarding the Texas Higher Education Star Awards. The awards are designed to honor persons doing a great job at Closing the Gaps initiatives. Nomination information is included.

ACTION: Information regarding the THE Star Award nominations should be forwarded to any interested personnel.

[Agenda item 9] Ron distributed copies of the 2002-03 CB 116 Follow Up Report. Programs not meeting the 90% placement standard need to make every effort to find additional graduate information. Mike noted that the E-Commerce program is now closed, even though it's still listed on the report.

ACTION: Mike will email Darline Morris and remind her that E-Commerce is no longer an operative program. Programs not meeting the 90% placement standard on the 2002-03 CB 116 Follow Up Report will make every effort to find additional graduate information as soon as possible.

[Agenda item 10] Ron distributed copies of information about this summer's MCYC camps. The camp for G. L. Wiley Middle School will run in the afternoons from June 21-June 18. The camp for Waco High School will run in the afternoons from June 14-June 20. Campers will get hands-on experiences in TSTC labs.

ACTION: Directors will canvass their departments about who is willing to participate in MCYC activities. Ron would like to know who the MCYC volunteers are by May 23 and will report back to Carliss on the matter.

[Agenda item 11] Ron distributed information from the THECB website regarding information required for programs that receive Perkins funds. "SCANS listed in course syllabi" is one of the standards listed for compliance. Ron noted that we are looking for an efficient, uniform way to incorporate the required SCANS information into syllabi. Richard pointed out that the whole SCANS initiative was abandoned by the formulating committee in the second year of the SCANS project.

ACTION: Ron said that SCANS information should **not** be reintegrated into syllabi at this point; further information regarding integration of the SCANS into official syllabi will be coming in the future.

[Agenda item 12] Ron noted that we will not be offering electronics at McGregor this fall due to lack of enrollment. However, we will be offering graphics/digital media classes. Also, there will be an automotive class beginning at Midway. (There may even be two sections of automotive at Midway.) We will probably cover the automotive classes with an adjunct faculty member, Ron said.

[Agenda item 13] Ron distributed copies of information regarding upcoming Tegrity training. Ron pointed out that the Tegrity system, which facilitates access to taped lectures, etc., works with WebCT and with Blackboard. There are two training sessions

scheduled for May 18 and two for May 19. Interested parties can sign up for the training by contacting Greta Bane Hecker.

**ACTION:** Information regarding the upcoming Tegrity training coming May 18 and May 19 will be disseminated. Anyone interested in attending the training should contact Greta Bane Hecker in the HR office.

[Agenda item 14] Ronda distributed preliminary FY 07 departmental budget sheets to the various directors. Ronda noted that students workers were not yet appended to the budget sheets.

Ronda said she needs to know about any currently-vacant positions that we may fill before the end of FY 06. Melissa Warren needs this information, Ronda said.

**ACTION:** Ronda Palmer and Melissa Warren should be contacted about any vacant positions that may be filled before the end of FY 06. Otherwise, the rest of the money associated with that position will be swept into another account and spent. Any other budget issues, especially regarding the proposed FY 07 budget, should be discussed with Ronda Palmer as soon as possible.

[Agenda item 15] Miscellaneous

Ron noted that the President's Office does want to have a complete set of floor plans/inventories for records retention purposes.

**ACTION:** Each director should submit two copies of all records retention plans (floor plans/inventories) from all faculty/staff in their cluster to Sharon Lucas. Sharon will carry one copy of the records retention maps/inventories to the President's Office.

Richard noted that the faculty senate is considering the COP regarding evaluations; the senate does not believe that peer evaluations should go up the chain. Also the senate does not like the provision that faculty members who have fewer than 24 hours of teaching load might be assigned industry training up to 24 hours without additional pay. The senate is also considering the industry training hourly pay provisions. Discussion ensued. Selby thought it would be better if each department doing training provided to Rob Wolaver a ballpark figure for the hourly training rate so that Rob can construct reasonable bids, although having a minimum figure of \$29.40 is fine. David noted that he had several instructors doing longer-term training, and the issue for them is having to use up a lot of vacation leave to teach at a lower hourly pay rate than their regular instructional hourly rate. Selby thought we might want to look paying a stipend to trainers rather than hourly pay, especially since some newer instructors don't have enough vacation leave accrued to go do training. Richard thought that faculty should receive compensation for doing any training above a class load of 18 hours.

Diana noted that there needs to be real incentive for faculty and staff to participate. Richard said we are designated as faculty, and faculty should not have to take vacation

leave to do industry training. Lynn thought that the requirement that a faculty member had to take vacation leave to do paid industry training was in a COP. Richard thought that a contract arrangement could get around the COP and would work best for faculty members.

Y'vonne noted that industry training task force had looked at the issue, but no resolution was achieved. Ron said the school needs to have a viable industry training group that generates revenues, since public funding isn't growing. Additional discussion ensued.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

**ACTION:** Cluster directors will forward the report regarding energy conservation to their department chairs.

**ACTION:** Ron will forward the point that if students have already paid for suppers in their meal plan, the cafeteria really should stay open for suppers. Ron will also check into whether or not the needs of diabetic students have been taken into account.

**ACTION:** Mike will email Darline Morris and remind her that E-Commerce is no longer an operative program. Programs not meeting the 90% placement standard on the 2002-03 CB 116 Follow Up Report will make every effort to find additional graduate information as soon as possible.

**ACTION:** Directors will canvass their departments about who is willing to participate in MCYC activities. Ron would like to know who the MCYC volunteers are by May 23 and will report back to Carliss on the matter.

**ACTION:** Ron said that SCANS information should **not** be reintegrated into syllabi at this point; further information regarding integration of the SCANS into official syllabi will be coming in the future.

**ACTION:** Information regarding the upcoming Tegrity training coming May 18 and May 19 will be disseminated. Anyone interested in attending the training should contact Greta Bane Hecker in the HR office.

**ACTION:** Ronda Palmer and Melissa Warren should be contacted about any vacant positions that may be filled before the end of FY 06. Otherwise, the rest of the money associated with that position will be swept into another account and spent. Any other budget issues, especially regarding the proposed FY 07 budget, should be discussed with Ronda Palmer as soon as possible.

**ACTION:** Each director should submit two copies of all records retention plans (floor plans/inventories) from all faculty/staff in their cluster to Sharon Lucas. Sharon will carry one copy of the records retention maps/inventories to the President's Office.