

Instructional Directors' Meeting
May 2, 2006
Minutes

Attending were Y'vonne Williams, Ronda Palmer, Jerry Shaw (for Mike Denn), Lynn Parks, Anita Steele (for Ron Sanders), Selby Holder, David Day, and Bob Gordon.

1. Lynn reminded everyone that evaluations now overdue in HR. He distributed copies of the list of departments with employees that still need to be evaluated.

ACTION: The appropriate department chairs will be notified that they need to finish up their SP 06 personnel evaluations.

2. Lynn reminded everyone that the school can pay for institutional membership for societies, but not individual memberships.

3. Lynn noted that TXDOT had sent a reminder that EVERYONE should wear seatbelts, all the time.

4. Lynn noted that directors can talk to Fred if they want to make adjustments to their cluster's allotment. Also, Sandy needs final Perkins budget information and the "local plan" information in as soon as possible this week.

ACTION: Directors will talk to Fred about reallocations of Perkins money within their clusters, if necessary. Also, directors will finish submission of FY 07 Perkins budget information to Sandy Pulliam as soon as possible.

5. Lynn noted that instructor Cindy Kimbrell had won a UT Tyler award and instructor Debi Cisneros won a Phi Theta Kappa Paragon Advisor's Award recently.

6. Lynn noted that there was good turnout (300+) for the recent Boy Scout merit badge jamboree at TSTC.

7. Lynn noted that Fred would like us to nominate one or more instructional teams (a department's faculty/staff, etc.) for a TSTC Chancellor's Team Excellence Award, the next time those nominations are being accepted.

8. Lynn noted that the TSTC Edge 2006 conference will be held August 23-25 at Sweetwater.

9. Lynn noted that letters of intent should be ready for faculty May 15.

10. Lynn noted that Ronda should be notified about any retirees AND about part-time positions and new full-time positions that will be needed for next school year.

ACTION: Directors should ensure that department chairs in their cluster have submitted to Ronda information about any retirees and about part-time positions and new full-time positions that will be needed for the next school year.

11. Lynn noted that the DC increment raise will be discussed at the mid-May ET meeting.

12. Lynn noted that Mike Reeser recently made a presentation on podcasting. Fred would like to know if that's a technology the instructional division could make use of. Discussion ensued. Anita noted that the new Tegrity software that Ron Sanders and Lance Zimmerman are looking at will do some of the same things that podcasting does.

13. Lynn noted that Elton will meet with the cluster directors in mid-May regarding the need for more short courses (CEU credit courses). Directors should canvass their clusters for ideas about courses.

ACTION: Directors will consult with their department chairs about ideas for additional CEU type courses.

14. Lynn said that we had received some feedback from employers who were at the recent TSTC job fair. Employers noted that students attending the Career Fair need to dress better and have formal resumes with them when they come.

ACTION: Department chairs will be asked to remind their students to dress professionally and bring formal resumes when they attend TSTC job fairs.

15. Lynn said that the good faculty turnout at last Friday's graduation ceremony was noted and appreciated.

16. Lynn noted that energy conversation will be a real push. Building monitors will likely be assigned. Increased energy costs may hamper the school's ability to give raises.

17. Lynn noted that there will be an increased emphasis on securing new scholarships. The Optimist Club recently pledged to fund a new \$10,000 scholarship.

18. Lynn noted that SACS has issued a statement that includes information about the general direction they are taking with regarding accreditation. He distributed copies of the SACS statement.

19. Lynn noted that a NanoTX 2006 Conference is coming September 26-28; TSTC will participate with a booth.

20. Miscellaneous

Ronda said that she was looking for money to send some personnel to an upcoming WECM workshop. Selby said he had some operating money left. Ronda will check into the possibility of moving the operating money into travel so it can be used.

Y'vonne noted that she had met with Brenda Montemayor to see if she could get a report that will help clarify student placement into remedial courses (based on whether or not the student passed his/her current remedial course).

Selby asked Anita what the status and start date of the McGregor classes was. Anita said the classes would start August 16 (when the summer term is still in session). The classes in automotive (at Midway) and graphic arts (at McGregor) were making, but not the electronics classes, Anita said.

Selby wondered if the cluster directors would have the authority to late register students on Monday (the first class day), or if students wanting to register that day would have to see Fred. Lynn wondered if there would be a way to register new students who come in between May 8-May 29 who want to register for summer classes which start May 30.

ACTION: Lynn will ask about late registration issues and will let the other directors know what he finds out.

Selby also noted that he had received concerns about physical plant maintenance initiatives during finals and about the various training sessions that were offered during finals. He suggested that such activities be deferred until after the last week of classes.

ACTION: Lynn will pass up the chain the concerns about maintenance and training activities being scheduled when final exams are being given the last week of classes.

There being no further business, the meeting was adjourned.