

Instructional Directors' Meeting  
May 23, 2006  
Minutes

Attending were Bob Gordon, Y'vonne Williams, Ron Sanders, David Day, Terry Conroy, Selby Holder, Mike Denn, Lynn Parks, and Richard Wheat.

The agendas were distributed.

[Agenda item 1] Joyce Gorgan visited to discuss proposed training projects. One project proposed is a training program for Nigerian workers. A delegation from Nigeria toured the campus earlier in the month. They are looking to train 40,000 oil and gas workers (and related workers such as welding, construction, etc.) in the next five years. The proposed five-year plan involves, for the first two years, sending workers here for training. Then, a training center would be set up in Nigeria (perhaps even a TSTC satellite campus). TSTC representatives will continue to meet with Nigerian representatives soon. She may need some faculty to attend the next meeting, which will take place in Nigeria.

The second proposed training project is with Libya and also involves oil and gas technicians. Welding, instrumentation, computer programming, EHS, etc. may also be involved. The training period will run six to nine months for each worker trained. The students will likely be rolled in to regular classes whenever possible. The students should come in with some English proficiency. They will come with their families, so housing, etc. will be a challenge. A bid is being prepared for this project. The training program could eventually involve up to 800 students a year, although the initial cohort would involve 36 students. (The Exxon training involved a total of 200 people, Joyce noted.) Some of the training will have to take place at other TSTC campuses. TSTC representatives will likely go to Libya sometime this summer.

Joyce said that we needed to be on the lookout for personnel (current or prospective faculty) who could do technical training abroad.

**ACTION:** Directors will begin looking for personnel (current or prospective faculty) who could do technical training abroad in conjunction with TSTC's grant training programs.

Bob asked if we could really provide housing for a stream of new international students. Joyce said that we could bring up to 100 family housing units online for the students, although they would require considerable work.

We did a good job with the Exxon contract, Joyce said, and Exxon is beginning to discuss additional training projects. Joyce also noted that Shell is interested in a training project.

[Agenda item 2] Ron noted that supervisor training was coming relating to hiring new personnel. On June 7 there will be Application Management System training, and on

June 8 there will be training regarding the Interview Questions/Matrix. Ron was not sure who would be required to attend this training.

[Agenda item 3] Ron noted that the legislature has allowed TSTC \$3.25 million in tuition revenue bonds for HVAC renovation on campus. Richard noted that some revenue bonds come already funded. Ron was not sure what the repayment obligation was for the \$3.25 million bond we had been approved for.

[Agenda item 4] Ron noted that Greta Hecker is handling training in meeting facilitation.

[Agenda item 5] Ron noted that the final date for initiating purchase requisitions is May 31.

[Agenda item 6] Ron noted that an interesting Starlink session entitled “Teaching the Netgen” is now available for viewing. (Check with the IDEAS Center if you need help downloading this session.)

[Agenda item 7] Ron distributed copies of a list of the personnel who went through the Tegrity training. He noted that we had a good mix of programs represented. Additional Tegrity training will be coming, Ron said.

[Agenda item 8] Ron distributed copies of the May 19 report from Judy Pursche regarding SU 06 enrollment at the different TSTC colleges. Harlingen is down significantly, Ron noted. Enrollment at Waco is flat.

[Agenda item 9] Ron distributed copies of information about the upcoming MCYC Camps. The Waco High School camp will be June 14-20. The G. L. Wiley Middle School camp will be June 21-28.

[Agenda item 10] Ron distributed copies of an email which states that new Baylor President John Lilley will tour the TSTC campus on the morning of June 15. The fact that he is touring the campus may be a good sign of increased Baylor cooperation, Ron said.

[Agenda item 11] Ron distributed copies of a notice entitled “Energy Conservation Tip #2: When not in use, turn off the juice.” The notice recommends that incandescent lights be turned off whenever you leave the room. (Incandescent bulbs also produce a lot of extra heat in the summertime.) Fluorescent lights should be turned off if you’re leaving the room for more than 15 minutes.

**ACTION:** The Energy Conservation Tip information will be disseminated to all departments. Campus personnel will try to be conscientious about turning off incandescent lights whenever they’re not needed. Fluorescent lights should be turned off if they are not needed for more than 15 minutes.

[Agenda item 13] Ron distributed copies of information about a Microsoft Word Trojan virus. He noted that the latest version of our anti-virus software should take care of the problem.

Ron noted that a number of people had applied for the new grants position.

Ron noted that SES had been allotted a 1.5 FTE increase to hire additional personnel for FY 07 to relieve overload obligations in that area.

[Agenda item 14] Ron noted that discussions are underway regarding expansion of Heart of Texas Career Technical Center (the McGregor-Midway effort) offerings. Some grant money for the HOTCTC effort may come in this fall, Ron said.

[Agenda item 15] Ron noted that TSTC Waco needs to send 70 people to the TSTC Edge conference at TSTC Sweetwater this August. Department chairs should canvass their personnel for interest.

**ACTION:** All personnel should be canvassed for interest in attending the TSTC Edge conference at TSTC Sweetwater this August. Persons interested in attending should fill out an application or request a nomination.

[Agenda item 16] Ron distributed copies of an email listing TSTC personnel who will make presentations at the 2006 NISOD convention. Ron noted that two presenters from Waco, Mark Long and David Thomson, were inadvertently omitted from the list.

[Agenda item 17] Miscellaneous

Selby noted that personnel in his cluster were unenthusiastic about the wording of the COP regarding industrial training.

David noted that the welding department will be training 80-100 students on a fast-track, CE training program.

Terry asked if System had the WebCT-Vista server up and running. Ron said the server was now running and accessible to approved personnel. Terry noted that the goal is to have all classes represented on Vista by the fall 2007 term with at least with a current syllabus on-line. By FA 07, any registered student should be able to access the Vista resources.

Terry asked if the SCANS competency information needs to be reintegrated into syllabi. Ron noted that listing the relevant SCANS competencies is apparently a Carl Perkins requirement. Selby suggested we wait for verification before we do the SCANS reintegration. Terry said we do need clarification from the Coordinating Board.

**ACTION:** Ron will seek clarification from the Coordinating Board regarding the issue of reintegrating the SCANS competencies information into syllabi.

David noted that the Voyager cards cannot be used to pay for gas in a rental vehicle. You must use a personal credit card and then file for reimbursement. Campus vans issued by David Day will come with a Voyager card, David said.

**ACTION:** Personnel will be reminded that Voyager cards cannot be used to pay for gas in a rental vehicle. You must use a personal credit card and then file for reimbursement. Campus vans issued by David Day will come with a Voyager card.

Lynn noted that a schedule of classes and work assignments had been submitted to A. J. Moore High School for the upcoming Academy of Engineering summer internship.

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

#### SUMMARY OF ACTION ITEMS

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