

Instructional Directors' Meeting  
May 24, 2005  
Minutes

Attending were Bob Gordon, Willie Hudson (for Terry Conroy), Ronda Palmer, Wayne Blinka, David Day, Greta Hecker, and Lynn Parks.

The agendas were distributed.

[Agenda item 1] Lynn reported that Otto Wilke has new data showing that students perform better in their college math course if they take the course immediately after finishing their remedial math.

[Agenda item 2] Ronda said that we need to be finishing up our budget proposals. Wayne noted that we're generally supposed to keep them flat. If a director does propose an increase, it should be justified.

[Agenda item 3] Miscellaneous

Ronda distributed lists of equipment for which property transfer forms need to be completed. Wayne conjectured that some transfer forms are submitted but entry isn't completed in a timely manner.

**ACTION:** Property transfer forms should be completed on items listed by Ronda as soon as possible.

Willie noted that the campus bulletin board went down when we began importing the Time Warner Cable signal. We're looking at filtering some Time Warner channels so that we can get the campus bulletin board up and running again. Another possibility would be to get giant plasma monitors so that we can split the screen between the cable channels and the campus network.

Ronda reminded everyone that overload/large lecture costs should be forwarded to John as soon as possible.

**ACTION:** Overload/large lecture requests should be forwarded to John as soon as possible.

Greta asked how detailed the budget projections should be. Ronda said that projections should be made for the various object codes in the operating area, but only the aggregate figure from 77200 (Operating) will roll up to the top summary section and be keyed in later. Proposed computer acquisitions should be listed in the capital area, even though they may be paid for by HEAF/CUF allocations.

Wayne thought the department chair meeting scheduled for May 25 would be canceled, but that directors could use that time to meet with their department chairs regarding budgets.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

ACTION: Property transfer forms should be completed on items listed by Ronda as soon as possible.

ACTION: Overload/large lecture requests should be forwarded to John as soon as possible.