

Instructional Directors' Meeting
May 3, 2005
Minutes

Attending were Bob Gordon, Ronda Palmer, Sandy Kleypas (for Wayne Blinka), John Spradling, Yvonne Williams, David Day, Terry Conroy, Greta Bane Hecker, and Lynn Parks.

The agendas were distributed.

[Agenda item 1] John distributed copies of the revised Institutional Membership Approval Form (now attached to SOS GA.1.10).

ACTION: Department chairs should be instructed to use the new Institutional Membership Approval Form (attached to SOS GA.1.10) rather than the old form.

[Agenda item 2] John distributed copies of a draft of the BUDGET 2006 TIMELINE.

John noted that on Friday, May 27 position worksheets should be distributed. Raises should not be proposed on budget worksheets; if a raise occurs, it will come from System. The needs assessment forms and position worksheets will be due to John on Thursday, June 2. John reviewed other key dates on the timeline. Contracts will come out toward the end of July after the budget has been approved by the Board of Regents. Positions anticipated for the fall can be posted in June.

ACTION: Directors will update their department chairs regarding completing the budget needs assessment forms and position worksheets before the June 2 deadline.

[Agenda item 3] John noted that we have a number of small classes listed right now. Jerry can start canceling small classes this Thursday (May 5). We need to be more careful to adhere to the standard section designations for classes that meet on a sixteen-week basis, twelve-week basis, etc. Regarding class sizes, the bottom line is that we should not run classes less than seven, but we need to shoot for ten. If a student has gotten out of synch with his or her curriculum then there is no need to set up special small sections so that the student can graduate.

ACTION: Directors should work with their department chairs to weed out small sections starting Thursday, May 5. Directors or their representatives will meet with John regarding the dispensation of small sections on Friday, May 6, at 1:00 in the Administration Building conference room.

[Agenda item 4] John noted that it is time to start working with Sandy Pulliam regarding Perkins budgets for next year. On in-state travel, we can note one aggregate budget figure as "professional development." Out-of-state travel, however, will need to be broken out according to where, what, how much, etc. If more than two personnel will be going to an out-of-state function, we will need to provide extra justification.

ACTION: Department chairs should begin working on Perkins budget proposals. Directors should be prepared to discuss their departments' Perkins proposals next Tuesday (May 10).

[Agenda item 6] Miscellaneous

John noted that some faculty had not submitted complete sets of grades for the SP 05 term.

ACTION: The appropriate faculty who have not submitted complete sets of grades for the SP 05 term will be contacted and encouraged to complete the grade entry as soon as possible.

John reviewed some last-minute needs for Perkins money and how FY 05 remainders would be spent.

John noted that the issues of flex time, four-day workweeks, etc. were discussed at the President's Cabinet on Monday. He reminded everyone that employees are expected to adhere to a regular 40-hour, five-day workweek during the summer term.

Bob distributed copies of the revised SEMESTER SCHEDULING EVENTS AND DUE DATES schedule for FA 05. Sandy noted that the date for when book requests are due needs to be changed.

ACTION: John will revise the Fall 2005 SEMESTER SCHEDULING EVENTS AND DUE DATES to move the book request date; he will then distribute the schedule to the departmental schedulers.

Ronda noted that there are still some HEAF/CUF inventory items that need to be transferred to the proper department. She will be trying to locate the property and ensure that the property transfer paperwork is properly completed.

Ronda noted that she needs the termination notices for part-time faculty who completed their spring term assignments and will not be returning for the summer term.

ACTION: Directors will ensure that their department chairs complete the termination notices for part-time faculty who taught in the spring but will not be returning this summer.

Sandy noted that the issues of prerequisites and corequisites still cannot be handled efficiently in Colleague. For example, a student must have taken trig or be taking trig when taking AC, but making trig a corequisite forces the students to take the courses in the same term. Sandy thought that, at the least, we need to change the term "optional corequisite" that pops up and confuses advisors. Discussion ensued.

ACTION: John will discuss the issues of prerequisites and corequisites with the System programmers.

[Agenda item 5] John noted that, on the budget worksheet forms, if you need to plug in a request for additional personnel, then you need to add those figures in the appropriate spots (in the 77712 object code for fulltime faculty and the 77732 object code for parttime faculty), and prepare a justification statement. Requests for more computers can be listed in the capital area, even if a computer project later is paid for from CUF money. Any significant increases being proposed should be justified (add a brief justification above the table so that it still adds correctly; fuller documentation should be also be prepared).

FY 04 and estimated FY 05 final numbers should be inserted into the budget worksheet, and then FY 06 projections should be inserted. Ronda noted that phone costs should go up some next year (up to \$25 per month per phone instead of \$17.50 per month).

Ronda will help if anyone needs assistance with the budget planning sheet. Budget sheets must be completed by June 2.

John noted that before a faculty member can receive overload, his or her department must be averaging 373 contact hours per week and 18 hours of loading per week.

ACTION: Directors will ensure that everyone knows the loading requirement (373 contact hours per week and 18 hours of loading per week for each faculty member) before members of the department are eligible for overload pay.

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

SUMMARY OF ACTION ITEMS

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