

Instructional Directors' Meeting  
May 30, 2006  
Minutes

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

The agendas were distributed.

[Agenda item 1] Ron noted that the WLT department would be doing training for Bechtel/Becon soon. A meeting would be held on June 13 to ensure that everything is in place for this training. This training project could generate a lot of additional contact hours in a base year, Ron said.

[Agenda item 2] Ron noted that we had received 40 new wireless microphones as part of the Tegrity system acquisition. Susan Meyers is in charge of the Tegrity infrastructure (hardware and software), Ron said.

[Agenda item 3] Ron distributed copies of a report showing a base year funding for FY 05-06 compared to projected base year funding for FY 07-08. All the TSTC colleges are projected to be down; Waco is projected to be down in funding about 2%.

[Agenda item 4] Ron distributed copies of the latest summer enrollment report. We look to be down slightly from last summer.

[Agenda item 5] Ron distributed copies of a flier advertising the upcoming Employment Procedure Training for Hiring Managers. Ron thought that personnel who do hiring should be strongly encouraged to attend. One session of the training will be from 1-4 on June 7. The second session will be 9-12 on June 8.

**ACTION:** Directors will encourage personnel who do hiring to attend the upcoming Employment Procedure Training. One session of the training will be from 1-4 on June 7. The second session will be 9-12 on June 8.

[Agenda item 6] Ron reminded everyone that the Coordinating Board is not to be contacted directly; instead, personnel with questions should work through the appropriate campus channels.

**ACTION:** Directors will remind their personnel that the Coordinating Board is not to be contacted directly; instead, personnel with questions should work through the appropriate campus channels.

[Agenda item 7] Ron reminded everyone that grant proposals go through the Grants Office (Carliss Hyde).

[Agenda item 8] Ron reminded everyone that new faculty will be required to attend BITC training this fall on Tuesday and Thursday afternoons from 3:00-5:00 p.m.

**ACTION:** Directors will remind their department chairs that new faculty will be required to attend BITC training this fall on Tuesday and Thursday afternoons from 3:00-5:00 p.m.

[Agenda item 9] Ron noted that there had been discussion about TSTC paying certification test fees. Ron said that, at one point, it had been school policy to pay for certification upgrades, but if the instructor left during the school year, the upgrade costs had to be reimbursed. Ron and Richard did not think that that practice was still in place. Ron said the offer of assistance with training/certifications was one of the few tangible benefits the school could offer to potential faculty members. The other directors also thought it would be cumbersome to send faculty to upgrade training and then require reimbursement if an instructor leaves. Additional discussion ensued.

[Agenda item 10] Miscellaneous

David noted that he had a new problem regarding what we're obligated to do for veterans under the Hazlewood Act. A student needs to go out of town for a checkride and wants to use a TSTC plane at our expense. David said he thought we should not pay for the checkride, as it's not a formal part of our course requirements. Ron concurred.

Ron noted that he had contacted the Coordinating Board regarding reintegration of the SCANS information into syllabi, but he hasn't received an answer yet.

Terry noted that the WebCT/Vista server is now up and running. Training for the administrators (Fred Nelson and Susan Meyers) will be later this week. Terry will be on the team looking at implementation and use of the WebCT/Vista system. Terry noted that, by FA 07, all courses and all sections will have at least a web "presence" (syllabus, email, and grading standards) on the system. The system will also accommodate use of discussion boards, taped lectures available online, full DL courses, etc. Terry thought that templates could be constructed to facilitate posting of syllabi onto the system. More training is coming on use of the WebCT/Vista, Terry said.

Selby noted that he had a faculty member asking about COP 7.30's provisions regarding overload calculations. The consensus was that we don't count co-op and internship monitoring toward overload, even though the exclusion of "external learning" classes may not be specified in COP 7.30. Ron concurred with this practice.

Selby also noted that two irritating alerts (regarding keeping faculty information private and regarding faculty credentials) keep coming up when a scheduler enters the designated instructor for a section. Also, alerts keep coming up regarding room capacities that are irritating and incorrect.

ACTION: Ron will check with Brenda Montemayor regarding the issues of why the irritating alerts keep popping up regarding faculty information, faculty credentials, and room capacities.

Ron said he would be canvassing for more help with the MCYC project.

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

#### SUMMARY OF ACTION ITEMS

ACTION: Directors will encourage personnel who do hiring to attend the upcoming Employment Procedure Training. One session of the training will be from 1-4 on June 7. The second session will be 9-12 on June 8.

ACTION: Directors will remind their personnel that the Coordinating Board is not to be contacted directly; instead, personnel with questions should work through the appropriate campus channels.

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