

Instructional Directors' Meeting  
May 9, 2006  
Minutes

Attending were Diana Sphar (for Terry Conroy), Bob Gordon, Ronda Palmer, Fred Khozein, David Day, Ron Sanders, Selby Holder, Mike Denn, and Lynn Parks. Chuck Abshier joined the meeting via telecommunication.

The agendas were distributed.

Fred covered the following items from the 5-8-06 President's Cabinet meeting:

1. Fred distributed copies of a handout entitled "Video Conferencing Services Available at Texas State Technical College Waco." The handout explains the video conferencing services available from NTS and the associated prices. Word about the services should be disseminated, noted Fred.
2. Fred distributed copies of a proposed new COP entitled "Faculty Compensation for Training and Continuing Education Courses." The COP was drafted by Rob Wolaver. Fred said the COP is still being discussed. Issues included the pay structure (the instructional rate is \$29/hour minimum and 100% of the instructor's regular hourly pay maximum, for example) and whether or not the trainer has to take vacation while doing training. Ron said we needed to be flexible enough to pay our subject matter experts their real market value. Selby wondered why class set-up would pay \$29/hour minimum, the same as the minimum hourly instructional pay. Fred noted that the COP really needs to be entitled "Faculty/Staff Compensation for Training and Continuing Education Courses," since some staff members would be in a position to teach also.

**ACTION:** The draft COP from Rob Wolaver entitled "Faculty Compensation for Training and Continuing Education Courses" should be distributed to the department chairs for discussion. Feedback should be relayed back to Fred.

3. Fred distributed copies of a report showing our student loan default rate in the past years. The unfortunate trend is that the default rate was creeping back up from a low in FY 2000. There are various factors causing the problem, Fred noted, including our leaver rate.

**ACTION:** The report showing our student loan default rate should be discussed with the department chairs. Suggestions for addressing the problem should be relayed to Fred.

4. Fred distributed copies of an email which notes that the financial aid office will be audited by state auditors in August.
5. Fred distributed copies of a revised version of COP 7.41 "Student Ratings of Instruction." The COP outlines the purpose of student ratings of instruction, when the

surveys are to be administered, and who views the results. This revised COP has been approved by the president's cabinet, Fred noted.

6. Fred distributed copies of a notice regarding the CONFAB XIII conference coming July 12-14 at Lake Texoma. CONFAB is a Master Teacher type seminar hosted by the North Texas Community College Consortium.

ACTION: Information regarding the CONFAB XIII conference coming July 12-14 at Lake Texoma will be disseminated to all interested parties.

7. Fred distributed copies of a CB 116 Supplemental Graduate Follow Up report showing graduate success data. We must have 90% success demonstrated, Fred noted. Mike and Selby noted that the success percentages are crucial and should have been included when the graduate success information was first solicited. Mike also wondered if a report with updated percentages could be issued soon.

ACTION: Department chairs should be reminded to submit their graduate success follow-up information to IER&P as soon as possible. The report with the percent of success information should be disseminated to the department chairs.

8. Fred distributed copies of a report showing the latest list of personnel for whom a SP 06 personnel evaluation has not yet been submitted. Fred emphasized that May 15 is the absolute, final deadline for these evaluations to be in to HR.

ACTION: Directors should redistribute the list of personnel for whom a SP 06 personnel evaluation has not yet been submitted. Department chairs should be reminded that May 15 is the final deadline for submission of annual evaluations.

9. Fred distributed copies of a notice regarding a Leadership Summit coming August 10-12. Baylor University's Waco Hall will be one of 160 satellite locations for the summit. The notice includes registration information.

ACTION: Information regarding the Leadership Summit to be held at BU August 10-12 should be disseminated to all interested parties.

10. Fred distributed copies of a report showing revenues generated by local airports. The McGregor Executive Airport generates \$13,575,200, the Waco Regional Airport generates \$57,395,700, and the TSTC Waco airport generates \$400,350,000, according to the report.

11. Fred distributed copies of information regarding the TSTC Chancellor's Award for Team Excellence 2006. Fred would like to see TSTC Waco have an instructional division team nominated.

12. Fred distributed copies of information about TSTC Edge 2006. There are 70 slots for TSTC Waco personnel; participants will ride chartered buses from Waco to Sweetwater. Fred said that TSTC Edge 2005 was really good.

**ACTION:** Information about TSTC Edge 2006 should be distributed, and personnel should be encouraged to apply.

13. Fred distributed copies of listings of TSTC Waco Committees for 2006-07. The lists should be reviewed and additional committee members nominated to fill gaps, Fred said.

**ACTION:** Directors will review the committee listings and nominate additional committee members to Fred in order to fill gaps.

14. Fred distributed copies of an email from Rich Morris regarding the need to issue 9-month faculty two separate contracts, one for late August and one for September through May. Attached was the first draft of a calendar for the 06-07 school year showing the work days for 9-month faculty. Discussion ensued. Mike suggested that the work obligation for 9-month faculty run from September 1 through May 15 and from August 15 through August 31, all within the same fiscal year. That way, HR would not run into the problem of paying them over two different fiscal years. Ronda noted that if the employee quits in July, they will have to be docked two weeks' pay (for the work missed the last two weeks of August).

**ACTION:** Fred will carry forward the proposal that 9-month contracts for FY 07 run from September 1 through May 15 and from August 15 through August 31.

15. Fred distributed copies of an email from Mike Bettersworth praising Terry Conroy for her leadership and knowledge during the recent WebCT Vista Core Training.

16. Fred distributed copies of the minutes from the first instructional division safety committee meeting, which was held April 20. Fred noted that if anyone has safety issues or concerns, David Day should be contacted. Mike asked if the physical plant area will pay the costs of remediating problem areas. Fred said that money would be found somewhere, since the issues have to be addressed. David said we often don't do even the simple things right, such as wearing safety glasses and hearing protection in technology labs. We do need to comply with OSHA standards, David also noted. Bob noted that our 911 service needs updated information about which personnel/phones are in which buildings. Fred noted that we should all walk around, recognizing where there are safety issues, and consulting with the instructional safety committee members about any problems.

**ACTION:** Department chairs will be reminded to assist with safety inspections and to ensure compliance with basic safety rules. Problems or issues should be referred to David Day. Fred will check into the issue of ensuring that the 911 service has updated information regarding which personnel/phones are in which buildings.

17. Fred noted that the Department of Education is planning to enforce the rule that students must only take classes in their curriculum. Fred will invite Jackie Adler from Financial Aid to come to a future directors' meeting and discuss the issue further.

**ACTION:** Fred will invite Jackie Adler to come to a future directors' meeting to address the issue of students receiving financial aid being restricted to taking classes in their curriculum.

18. Fred noted that Richard Wheet had been reelected President of the Faculty Senate. Tom Dean was elected Vice President.

19. Fred noted that Randy Wooten is taking over as President of TSTC Marshall; Gary Hendricks is returning to System.

20. Fred noted that the summer dress code will be in place from June 1 through August 31. Supervisors will still have discretion regarding dress issues.

**ACTION:** Department chairs will be reminded that the summer dress code will be in place from June 1 through August 31. Supervisors will still have discretion regarding dress issues.

21. Fred suggested that all computers should be set to go to "sleep" mode to save energy. Mike warned that sometimes computers will have lock-up problems when they're set to sleep mode. Mike thought that it wasted energy to have so many lights left on in the Connally building at night.

**ACTION:** Department chairs will be reminded to pursue all viable energy conservation efforts, including programming computers to go into "sleep" mode when not in use, if doing so doesn't create lockup problems.

22. Fred noted that additional volunteers will be solicited for the space utilization committee.

Miscellaneous items:

Ron noted that the plan is to have a web presence (at least a syllabus) available via WebCT/Vista for every class by the FA 07 term. Training on WebCT/Vista is coming. Ron said a group of about 40 courses will be the pilot group for the fall. WebCT/Vista trainers will be trained in June; instructors for the fall pilot group will then be trained, and later all instructors will be trained.

Ron also noted that Tegrity deployment is now beginning. (Tegrity is a software program that includes note-taking aids, pre-taped lectures, etc.) He needs to know which instructors and which courses will be using Tegrity. He needs to know which instructors to use as a summer pilot group for Tegrity.

**ACTION:** Department chairs should notify Ron about which instructors will comprise the summer group for Tegrity. Fred will put Ron on the agenda for the 5-10-06 department chair meeting regarding the Tegrity opportunity.

Ron noted that Tegrity representatives should be on campus next week to begin Tegrity training with targeted personnel.

Elton visited the meeting to say that he would like to market our DL courses better. He will invite Jan Osburn, Ron Pursley, and Eliska Flores to a meeting with the directors to discuss marketing initiatives. Elton also expressed concern about why we still don't have a system in place by which a DL student can register, pay, and go straight into the DL course. We also need to cultivate a good group of in-demand CEU-credit courses, Elton noted. Diana noted that the same problem also hampers our ability to enroll teachers who want to take courses for Continuing Professional Education (CPE) credit. She suggested that, until the registration/payment problem is fixed, we shouldn't aggressively market DL CEU/CPE offerings. Discussion ensued.

Elton noted that we had de-registered 262 students but now had gotten most of the students back in and paid.

Ron noted that he had been discussing the issue of purchasing more thin client/server set-ups and fewer full desktop computer stations. We'll need more terminals to handle hybrid courses, etc. However, NTS doesn't currently have the expertise to handle thin client set-ups with a Windows-based operating system. Ron said he needs for department chairs to scrutinize their computing needs and discuss with Ron where the thin clients might be appropriate.

**ACTION:** Department chairs should scrutinize their computing needs and discuss with Ron Sanders where the thin clients might be appropriate.

Selby gave to Fred an agreement from Haas to secure machines for MET.

Bob noted that he saw a picture in the paper that MCC was now offering diesel classes. David didn't know about the initiative, but he is interested to find out what MCC is doing. [Lynn later discussed the issue with Al Pollard from MCC, and Al said the newspaper's caption was inaccurate, and MCC is not teaching diesel.]

Selby asked if a teacher of the year award would be given at employee awards day. Bob thought the faculty senate was in charge of that award. Selby said he would talk to Richard Wheet about the issue.

**ACTION:** Selby will check with Richard Wheet regarding the teacher of the year award.

Ronda distributed budget remainders information to the different directors.

Fred reminded everyone that E&G budgets should be used by the end of the month. However, money should be spent only for essential items; after June 1, remainders will be gleaned and diverted to other important campus projects.

Fred noted that he would be out of the office May 15-19 and some other dates later in May (including NISOD weekend). If Fred is not available, Ron (or Lynn) will be available as a substitute.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

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ACTION: Department chairs should scrutinize their computing needs and discuss with Ron Sanders where the thin clients might be appropriate.

ACTION: Selby will check with Richard Wheet regarding the teacher of the year award.