

Instructional Directors' Meeting  
June 13, 2006  
Minutes

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

The agendas were distributed.

[Agenda item 1] Ron noted that the following COP's will be discussed in the next few weeks: COP 7.30 "Faculty Productivity," COP 7.41 "Student Evaluation of Faculty," "Faculty Compensation" (proposed), and "Faculty Ranking Process" (proposed). Richard explained that, regarding 7.30, the revision allows anyone teaching a large lecture section to receive the large lecture stipend regardless of other loading considerations. Regarding the "Faculty Ranking Process," the revised COP should clarify how information regarding the ranking process flows up and down. If someone's ranking paperwork seems to be lost in limbo, Richard suggested initiating the paperwork again.

[Agenda item 2] Richard noted that HR is now looking at the issue of raising the department chair increment. HR is also looking at the COP's on the "Faculty Grievance Procedure," "Faculty Compensation," and "Faculty Contracts." Regarding faculty contracts, Richard suggested that TSTC go with an academic year contract rather than a fiscal year contract. The contract could also have basic loading expectations.

[Agenda item 3] Ron distributed copies of the revised COP 6.1 "Family Housing." The revised policy would allow single students over age 23 to reside in unused family housing units.

[Agenda item 4] Ron noted that the Rapoport Academy has requested use of the Rec Center; the plan is to reserve the Rec Center for the Rapoport Academy from 8:00-10:00 a.m. MWF.

[Agenda item 5] Richard noted that we plan to start issuing ID cards to retirees so that they can use campus facilities.

[Agenda item 6] Ron distributed copies of the latest energy conservation tip. Lynn suggested that the tips be sent out via email to save paper and copying.

**ACTION:** The latest energy conservation tip will be disseminated as efficiently as possible.

[Agenda item 7] Ron noted that the LBB (Legislative Budget Board) may mandate a 10% cut for all state agencies; the president is seeking additional information about this possibility.

[Agenda item 8] Ron noted that we now have 78 applicants for TSTC Edge from the Waco campus. (There are only 70 slots available, so some applicants may not get to attend.) Ron was appreciative that so many personnel applied.

[Agenda item 9] Ron noted that, for the SU 06 term, Waco is down 28 students; Harlingen is down 199 students.

[Agenda item 10] Miscellaneous

Ron noted that Phi Theta Kappa would like to do another faculty arrest fundraiser on November 17. Bob said he would like to see it run with the same rule as last time (only instructors who volunteer for the fundraiser run the risk of being arrested).

Ron noted that there may be a push coming from System to get more faculty to move to 9-month contracts. Richard thought this push originated at TSTC Harlingen, which has less need of summer help than Waco usually does. Richard also noted that faculty get 85% of their 12-month pay when they move to 9-month contracts, which is a good deal. Lynn noted that many of his academic faculty have moved to 9-month contracts, which means his departments are always short-handed during the summer. Ron asked the other directors if they had faculty who are light-loaded this summer. Discussion ensued. No director anticipated faculty being light-loaded for the fall.

David asked that everyone return the vans as soon as the travel is completed; they will be needed nearly every day this summer. They also need to top off the gas tank, and lock the keys in the van at the diesel building.

**ACTION:** Directors will remind their department chairs that instructional vans are to be returned as soon as travel has been completed. Drivers using the vans should fill them up with gas and leave them at the diesel building with the keys locked in them.

Selby noted that Henning is preparing a schedule for the next phase of ITC renovations. Selby said he will need 2-3 storage units during the renovations.

Faculty schedules are due Thursday, Selby noted.

**ACTION:** Directors will return signed faculty schedules to Fred on Thursday, June 15.

Richard noted that the chairs will be tasked with reviewing faculty schedules and determining whether or not any faculty members are eligible for overload. The department chairs should then submit their proposals to the directors for review. This way, overload pay can be issued earlier in the term. Selby said he has a template that will do the overload calculation.

There being no further business, the meeting was adjourned.

## SUMMARY OF ACTION ITEMS

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**ACTION:** Directors will remind their department chairs that instructional vans are to be returned as soon as travel has been completed. Drivers using the vans should fill them up with gas and leave them at the diesel building with the keys locked in them.

**ACTION:** Directors will return signed faculty schedules to Fred on Thursday, June 15.