

Instructional Directors' Meeting
June 14, 2005
Minutes

Attending were Greta Hecker, Yvonne Williams, Ronda Palmer, Chuck Abshier, John Spradling, Wayne Blinka, Bob Gordon, David Day, Terry Conroy, and Lynn Parks.

The agendas were distributed.

[Agenda item 1] John announced that we're presently negotiating a three-year extension doing training for ExxonMobil.

[Agenda item 2] John distributed copies of newly revised and approved COP 2.26 "Professional Development Release Time and Employee Scholarship." The main change is the new provision that employees who received a scholarship to take a class but then took an IP will have one term in which to complete the course successfully or else they will be liable for the amount of the tuition and fees.

[Agenda item 3] John distributed copies of a revision to the FA 05 registration schedule. Registration day will now be Thursday, August 25. Deregistration will take place at the end of the day on August 26. The registration schedule and deregistration information will be well publicized, John noted. Preregistration begins July 25. **There will be no late registration.** If a student is deregistered for nonpayment, he or she can be reinstated the first week of classes if payment is made. Also, enrolled students can do add-drops. But we will not do initial registration of students after classes begin.

[Agenda item 4] John noted that an internal audit of APT had been completed, and the program did well overall.

[Agenda item 5] John noted that TSTC Harlingen had had success with the College Connections program, which helps high schools align their curricula with the college's curricula. We're looking at initiating the same program here.

[Agenda item 6] John noted that one of the goals of the CIP committee is to scrutinize each course offering. We also need to look at course sequence and new local needs courses also.

[Agenda item 7] John noted that he has not resigned, and he will continue with the process of making the changes he has planned to make. Rumors to the contrary should be ignored.

[Agenda item 8] John said that position and departmental worksheets have been generated and are ready for review.

ACTION: Directors should review position and departmental worksheets by Monday, June 20. In addition to checking faculty and staff positions, directors should check

longevity pay and chair increments for accuracy. If a position is being added/refilled, or a position is going away, those cases should be scrutinized especially carefully.

John also noted that longevity pay is now calculated at \$20 for each two years of service instead of the old calculation of \$20 for each three years of service.

John then reviewed the positions to be filled or refilled with the directors.

ACTION: Directors should forward to John complete listings of any positions that will not be refilled by noon on Thursday, June 16.

John then discussed the spendout of remaining E&G instructional dollars. One vehicle and trailer will be purchased with the remainder to replace three old vehicles. Discussion ensued about spending the remainders.

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

SUMMARY OF ACTION ITEMS

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ACTION: Directors should forward to John complete listings of any positions that will not be refilled by noon on Thursday, June 16.