

Instructional Directors' Meeting  
Minutes  
June 22, 2004

Attending were Bob Gordon, Ronda Palmer, Wayne Blinka, John Spradling, David Day, Yvonne Williams, and Lynn Parks.

The agendas were distributed.

[Agenda item 1] John distributed copies of the new TSTC System Viewbooks. He said that smaller versions would be coming out shortly. The tear-out response cards at the back are color coded by campus, he noted. Each campus will get 5,000 copies. All DC's will get one at the June 22 department chair meeting.

**ACTION:** John will distribute copies of the TSTC System Viewbooks at the June 22 department chair meeting.

[Agenda item 2] John noted that NTS has adjusted the spam filters, although some sites have been blacklisted and executable files are being blocked.

**ACTION:** If anyone has feedback on the issue of spam filtering, send it to Dale Norwood at NTS. Terry Conroy and Michael Denn can be consulted if any faculty member needs their students to submit executable files.

[Agenda item 3] John noted that the new PRI phone system with Caller ID actually generates savings for us every month over our old system; we should get a return on our investment in about three months.

[Agenda item 4] John distributed copies of revised COP 2.35 "Work Schedules." The revised COP includes the provision that time can be allowed for staff senate work and other assignments.

**ACTION:** Directors should disseminate copies of COP 2.35 "Work Schedules" to ensure that staff senators are allowed appropriate time for staff senate duties.

[Agenda item 5] John noted that instructional personnel should be adhering to a regular five-day workweek (eight hours per day) unless they are teaching after hours and are on a flex schedule.

**ACTION:** Directors should ensure that all personnel are working five eight-hour days (except for flex scheduling for after-hours teaching).

[Agenda item 6] Regarding DORI faculty credentials, John said that we would follow the GIPWE and SACS regulations, meaning that DORI instructors should have at least a bachelor's degree in a relevant field.

[Agenda item 7] John noted that the contracts and grants personnel should be following the current relevant COP which has a checklist for approvals before we engage in grant or contract activities.

[Agenda item 8] John noted that reimbursement for employee working lunches can be made, but an advance cannot be issued for such a lunch.

[Agenda item 9] John noted that the registration committee has recommended that we discontinue Saturday registrations. However, we will have extended hours (8:00 a.m. to 8:00 p.m.) on the first day of registration for the fall.

[Agenda item 10] John noted that we have made good progress finishing up the evaluation process. The English department needs to finish up evaluations, as does BET, SES, etc. The last deadline for evaluations was June 9. The new, absolute, final deadline is June 29, unless an extension of that deadline is made.

ACTION: Directors will review the list of incomplete evaluations and attempt to ensure that the evaluations are completed by the June 29 deadline.

[Agenda item 11] John noted that various inventory accounts are still incomplete.

ACTION: Directors will follow up with their personnel regarding incomplete inventory listings. Inventory issued need to be settled as quickly as possible.

[Agenda item 12] Miscellaneous

John distributed copies of a listing of new instructional department and division codes to be used for inputting classes, running reports, etc. The GL account number will be used as a secondary identifier. CSAR and CSSC reports should work with the new division codes now and with the new departmental codes in a day or two. John apologized to the course input specialists for any confusion created by the new codes.

ACTION: John will give a copy of the hierarchy of departmental and division codes to Chuck on Friday.

John noted that concerns were still being expressed about breakdowns in communication.

ACTION: To ensure that information is being properly disseminated, cluster meeting minutes should be forwarded to John's office, and departmental meeting minutes should be forwarded to the appropriate cluster director.

Regarding management council issues, John noted that we are working on a policy that students must complete their coursework in a five-year period to secure their degrees. We must ensure that graduates leave with a current competency set.

John noted again that state property is not for personal use. However, we may need to get clarification on this policy to ensure that it is being implemented uniformly and fairly, and that the needs of personnel who do take work home with them are being met.

ACTION: John will seek written clarification of the policy that state property is not for personal use.

John asked that Jerry Hutyra review the Coordinating Board's directive that all special topics and local needs courses must be fully approved before they can generate contact hour reimbursement.

ACTION: Bob will ensure that Jerry Hutyra reviews the Coordinating Board's directive that all special topics and local needs courses must be fully approved before they can generate contact hour reimbursement.

David noted that he had been contacted about providing curriculum for an EHS program at Harlingen. David thought that doing so would draw students away from our EHS program and could dilute the quality of the program at the different campuses.

ACTION: John will talk to Pat Hobbs at Harlingen regarding the proposal to start an EHS program in Harlingen.

Yvonne asked again about the DORI credentialing. John explained the DORI course credentialing standard would be the same as for any other remedial course; faculty teaching DORI 100 and 300 would need a bachelor's degree and some experience teaching developmental writing or would need graduate training in developmental education.

Lynn asked about the sequence of the moves into Aerospace. John reviewed those (APT moves out; English moves in; AER moves out; GIS moves out; Math moves in).

Wayne pointed out that it would be handy, when doing inventory, to be able to check online to see what the status was for particular items. John said Colleague inventory tracking could begin in the fall. Bob suggested we barcode every inventory item and then scan it when it was inventory time. Ronda noted that the room location would have to be scanned in, too (with a bar code beside each door), before you scanned the equipment in that room was scanned.

John noted that he would be out of the office Thursday to do training off campus.

There being no further business, the meeting was adjourned.

## SUMMARY OF ACTION ITEMS

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ACTION: Bob will ensure that Jerry Hutyra reviews the Coordinating Board’s directive that all special topics and local needs courses must be fully approved before they can generate contact hour reimbursement.

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