

Instructional Directors' Meeting
June 27, 2006
Minutes

Attending were Bob Gordon, Ronda Palmer, Ron Sanders, David Day, Selby Holder, Y'vonne Williams, Terry Conroy, Mike Denn, Lynn Parks, and Richard Wheet. Chuck Abshier joined the meeting via telecommunication.

The agendas and handouts were distributed.

[Agenda item 1] Ron distributed copies of the new campus map, which includes pictures of the buildings. It was noted that a large area of the map seemed to be devoted to rather empty runway space; Bob suggested the map be refocused on campus buildings, with L-3 shown in a corner insert. Ron said that large numbers of these are about to be printed; any needed changes or corrections should be discussed with Eliska Flores.

ACTION: Any suggestions for the new campus map should be forwarded to Eliska Flores by Friday 6/30/06.

[Agenda item 2] Ron noted that accomplishments for the Board of Regents report are due tomorrow to Jan Osburn.

ACTION: Any other accomplishments for the Board of Regents report are due to Jan Osburn on June 28.

Ron noted that Troy Ellison is doing remarkable work in the avionics lab; Troy is assisting Science Applications International Corporation (SAIC) to develop a new circuit board tester for NASA T-38 jet trainers.

[Agenda item 3] Ron noted that two TSTC Waco students won gold medals at last week's SkillsUSA/VIC national contest in the areas of drafting and customer service. Mike said he would check with Jan to make sure the information is integrated into the report for the board.

ACTION: Mike will check with Jan to ensure that information regarding the gold medals won by TSTC students at the recent SkillsUSA/VICA contest is included in the report for the upcoming Board of Regents meeting.

[Agenda item 4] Ron noted that discussions are taking place to ensure that policies regarding comp time pay are uniform across the campus.

[Agenda item 5] Ron reminded everyone that new faculty must attend the Instructor Training Academy. He distributed copies of an email from Greta Bane Hecker about the academy. The academy will meet 3:00-5:00 on Tuesday and Thursday afternoons and will begin meeting on September 5. Ron asked when new instructors were coming on board. Mike and Chuck thought they should start on August 14. It was noted that HR

would like to have new instructors on board two weeks before classes start. Ron said he would check to make sure new instructors can come in on August 14.

ACTION: Ron will check with HR to ensure that new instructors can come on board August 14.

[Agenda item 6] Ron noted that he needs an additional faculty member to serve with NSF's STEP grant. He distributed copies of an email regarding the need from Carliss Hyde. Selby thought Don Sharp was supposed to be on the grant team.

ACTION: Lynn will check with the academic departments about who might serve on the NSF STEP grant team. Y'vonne will check with SES faculty.

[Agenda item 7] Ron distributed copies of a tentative projection of the costs and revenues associated with training several hundred new welders for Bechtel/Becon. Serious discussions are ongoing, Ron noted. It was noted that, to do the training, we will need space for four new welding labs, which might cost around \$400,000. Richard said it would be good if the contract was built so that we had some money up front with some lead time to gear up the new labs. Additional discussion ensued. David said he had had four meetings with representatives from Bechtel and Fluor, but a representative from the TSTC Corporate College had attended only one of those meetings. David said Bechtel hoped we could start training this fall. Bob suggested that new training space be set up outdoors. David noted that because of the construction project in ITC, the welding department had already lost three labs. They could possibly convert an auto body lab into a welding lab, but doing so would take considerable work and expense; it might be cheaper to build a new building. The training for Fluor may take a lot more resources, David noted. If we go to two 8-hour shifts, we will not be able to find faculty, since we can't compete on salaries. Ron said the Corporate College people really need to manage this project closely, including overseeing implementation issues.

[Agenda item 8] Ron distributed copies of a letter from the U.S. Department of Education stating that we have been designated an institution eligible for full federal workstudy money (we no longer have to pay the matching money, which could save us \$485,000 over five years).

[Agenda item 9] Ron distributed copies of the latest energy conservation tips; this set of tips focused on powering down when families are away on vacation.

ACTION: Copies of the latest conservation tips will be circulated to all personnel as efficiently as possible.

[Agenda item 10] Ron distributed copies of a letter from Bob Wallace of The Wallace Group commending TSTC's graduates. The Wallace Group recently hired three TSTC graduates and is pleased to have a local source of quality graduates.

[Agenda item 11] Ron noted that we are looking again at the issue of charging higher tuition for students three-peating courses (for which we cannot get contact hour reimbursement). He distributed copies of an email from Francette Carnahan in System regarding the issue. Mike said the Collin County Community College will not even allow students to enroll in the same course the third time. Most other schools charge extra tuition, including MCC, Bob said.

[Agenda item 12] Ronda noted that she was having some problems with the SU 06 faculty schedules, for example with the 12-week classes' contact hour calculations. Ronda also noted that some faculty look like they are entitled to overload, when no overload request was submitted. There are also some discrepancies with the designated instructor, Ronda said. Discussion ensued. Richard thought it would be helpful to have the official faculty schedules due after the validation rosters were issued, and the validation roster numbers should be used on the faculty schedules. Richard also thought that the department chairs needed further training so that they could initiate the overload/large lecture requests more accurately. Terry said we need to look at the process from start to finish, especially hashing out a better method for working from the same data. She offered to host a lunch with the directors to hash out the issue.

[Agenda item 13] See item 5 above for discussion of the first day for new fall instructors.

[Agenda item 14] Miscellaneous

Bob noted that the FutureGen project will have a town hall meeting on June 30; he can send out further information on it for anyone who is interested. (This is regarding the new zero-emissions power plant proposed for Central Texas.)

Bob also noted that the biweekly activity reports will come out the 1st and the 15th of each month. If you don't have any exceptional activity to report, a general note to him of "business as usual" is sufficient. Otherwise, meetings, conferences, training projects, etc. should be noted.

ACTION: Department chairs will be reminded to forward information regarding activities for the activities report which Bob will prepare; this report will come out twice a month.

Mike noted that he did not believe that the Rapoport Academy would be offering a biology class that would need support this fall.

Ron thought that Walt Yantis would doing a great job teaching the A. J. Moore High School students, and they seemed to be having a good time.

Selby noted that there had been some problems with the small group of G. L. Wiley Middle School students currently on campus.

Copies of a proposed System Operating Standard “Excused Leave for a Person Called to Active Military Service” were distributed. Richard said this SOS should be approved at the upcoming Board of Regents meeting. The SOS allows for students called to military service to receive an IM (Incomplete-Military Leave) if they leave for active duty having completed at least 75% of the coursework in that term. The IM will convert to a W if the student does not complete the class in the specified time frame (three months after their return to school is the time frame in the SOS). Richard thought it would be difficult for students to complete their work in that time. Richard also thought it was problematic for the major program chair to be designating instructors (which apparently includes instructors in other departments) to assist the students in finishing their work, if the original instructor of record is no longer available. Richard drafted a COP which would address these concerns, including allowing these students up to a year to complete their courses and clarifying that the appropriate department chair would assign a substitute instructor to oversee coursework completion if the original instructor was not available. Copies of this draft COP were distributed.

Richard also noted that he had discussed with Fred Khozein and Edd Clark the issue of paying faculty for industry training. Richard suggested the faculty member get paid 35% or 40% of the profits from the project (after expenses have been deducted). The remainder of the profits would be split between the various college units involved in the training project. Terry suggested having a minimum pay of \$29/hour. Richard noted that System may step in and make the final call on this issue. Additional discussion ensued.

Selby asked Ron to check on when Rob Wolaver would disburse the ExxonMobil profits to the departments.

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

SUMMARY OF ACTION ITEMS

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