

Instructional Directors' Meeting  
June 28, 2005  
Minutes

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

Susanne Parrish visited to share information about the Tech-Prep articulation summit coming in August. She noted that Dr. Auvenshine is the director of the Heart of Texas Tech-Prep Consortium, and they are officed in the FSC building.

Susanne distributed notebooks including information about Tech-Prep.

Susanne explained that an articulation agreement is designed to give the student college credit for certain high school courses. Students must score an 80 or above in the course and have the teacher's recommendation to receive articulated credit.

Some articulation agreements are between a particular college and a particular high school, plus there is a state-wide articulation agreement covering a number of courses. Susanne explained that schools are now under a performance-based assessment system. The articulation summit is being moved up to August to ensure that all high school students taking articulated credit courses are properly counted this fall.

At the articulation summit, the college faculty will make presentations over their courses, describing the objectives and activities so that the high school teachers can duplicate those objectives and activities as they teach their articulated high school courses. It would be great if the college faculty could distribute copies of course syllabi to the appropriate high school teachers, Susanne noted.

TSTC, MCC, and Hill will all provide the necessary faculty to make the presentations to area high school teachers at the August summit.

TSTC has a large number of local articulation agreements with area schools, Susanne also noted.

Lynn asked what our process is for ensuring that incoming students receive all the articulated credit that they are entitled to. John responded that transcript assessment is a function of the records office, and they are supposed to check for articulated credit courses.

**ACTION:** Directors will ensure that their faculty know about the Tech-Prep Articulation Summit and prepare appropriate information and materials to present to the high school teachers.

[Agenda item 1] John distributed copies of the standard driver liability form. The form should be given to all personnel who will be driving state vehicles. The completed forms should be returned to Linda Robert.

ACTION: The driver liability form should be distributed to all personnel who will be driving state vehicles for completion and return to Linda Robert.

[Agenda item 2] John noted that Senator Cornyn's aide was visiting the campus today.

[Agenda item 3] John noted that EDGE participants are now obligated to attend if they're on the list.

[Agenda item 4] John noted that there would be a Recruiting Core meeting July 11 at 12:00 p.m. in the Texas Room. Directors are welcome to participate.

[Agenda item 5] John noted that we have bids in for TSTC Waco billboards in the West area to address southbound traffic and on in the Belton area to address northbound traffic.

[Agenda item 6] John noted that about \$329,000 was trimmed from the instructional budget this morning. He reviewed the positions that were cut and operating amounts that were cut to make up the difference. We are now on budget, John said, but he still needs to scrutinize our FTE count.

John noted that E&G projected travel costs for FY 06 seemed to balloon; we're scrutinizing the issue and trying to determine what accounts to put travel money into.

John noted that a document imaging person, a professional development officer, and the new associate vice president are the three net new positions being added to the instructional division for FY 06. Otherwise, any new positions were offset by eliminated positions.

[Agenda item 7]

John noted that he would be out from this Friday through the following Friday; Wayne will be in charge in his absence.

Chuck noted that there would open houses in Palacios on July 20 and at the Fort Bend center on July 21. The new pharmacy tech program is getting in some applications, Chuck said.

Ronda noted that she is still needing some property transfer forms. She distributed lists of the property which needs to be transferred.

ACTION: The appropriate directors will ensure that property transfer forms for the property Ronda listed is done by the end of June.

Yvonne noted that the state is really scrutinizing Hispanic population enrollment and remedial education issues, according to a meeting she attended recently.

Wayne announced that he is looking for a principal investigator (PI) for the CSET scholarship program, which is grant-funded. A PI out of Greta's or Wayne's cluster would work best, John said.

**ACTION:** Greta and Wayne will canvass their areas to find someone who will serve as the PI for the CSET grant-funded scholarship program.

John noted that small class reports have been prepared for the upcoming Board meeting.

The percentages this time were:

6.75% courses between 7-9 students

3.58 courses between 1-6 students

These percentages are up somewhat from the fall and spring numbers, John said. John will no longer allow classes of one or two students to run. We also need to improve our facilities utilization numbers, John noted.

Terry suggested that departments be polled to see when upcoming DACUM's are scheduled. Terry is working on revising the position description for the person who will become the new DACUM facilitator.

**ACTION:** Directors should canvass their departments to see what DACUM's are scheduled soon. That information should be forwarded to Terry.

David noted that we had some students perform very well at the national Skills USA competition.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

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