

Instructional Directors' Meeting
July 19, 2005
Minutes

Attending were Yvonne Williams, Ronda Palmer, Bob Gordon, John Spradling, Wayne Blinka, Michael Denn (for Greta Hecker), David Day, Terry Conroy, and Lynn Parks. Chuck Abshier joined the meeting via teleconferencing.

The agendas were distributed.

Dana Baer and Jeanna Maughan visited to discuss the Online Bookstore. Jeanna distributed copies of notes regarding improvements suggested for ordering books. Jeanna noted that if a department over-orders and the books can't be sent back (because a new edition is coming out), then the department will be charged for those books. We need to improve bookstore processes, including a consistent way for ordering books. We also need to ensure that we order the right books and make sure students actually use them. Fred Nelson will be making improvements to the database that handles bookstore requests.

John said a first step would be for everyone to submit bookstore orders electronically rather than sending in hard copies of the order form. Wayne noted that the electronic order form is cumbersome at best, but Fred is working on it. Also, the bookstore sometimes has trouble retrieving the database information efficiently. Jeanna said that when the department chairs are finished inputting book orders, there will be a lock so that instructors can't order more books. There will also be a firm deadline for ordering books.

In addition to the deadlines, we need clear, simple instructions for utilizing online book ordering. John was interested in upgrading the online book ordering system to accommodate different instructors using different texts for the same course. Jeanna said a downside is that sometimes students buy the wrong book, change sections, etc. and get frustrated because they have the wrong book, or the departments might get stuck for inventory if books are ordered for a section that doesn't make.

John noted that, according to the scheduling calendar, bookstore orders are due at the time the schedule of classes goes to the printer.

Jeanna noted that if a student buys a book that turns out to be the wrong book, the bookstore will give a full refund so long as the book is returned in the proper amount of time.

Wayne noted that eFollet does have an option for placing different texts under different sections for the same course.

Yvonne asked if we could track through Colleague how many books have been sold and how many are on the shelves. Jeanna said that we can't track the inventory through Colleague, but the bookstore could provide that information upon request.

John asked about a situation in which a department overordered books and then got stuck for the expense because a new edition was coming out. John asked if, in that situation, E&G money could be used to pay for the books. Jeanna thought E&G money could be used when the department was billed for unused books.

Terry noted that it would be useful if department chairs could access up-to-date information about current inventory (how many books are already in the bookstore). Also, it would be good if chairs could look at how many books were sold the previous year.

John said we really need to move to ordering textbooks online rather than giving Flo Darwin paper order forms. John also recommended that the book ordering area needs to be on the bookstore website, not on the IE website.

Terry noted that, after the bookstore order has gone in, department chairs should be able to check the total number of books ordered and on hand.

Michael recommended that department chairs be periodically reminded that their departments will be liable for the cost of over-ordered books (the cost of the return freight or the cost for the books themselves if a new edition has come out).

[Agenda item 1] John distributed copies of an email which claimed that SACS would mandate a bachelor's degree for all faculty by the time of the next site visit. John said he would have a more definitive answer on this issue when he returns from SACS in a couple of weeks. John noted that we still have faculty members who have not yet completed their associate's degrees.

John asked Chuck to check on the credentials of his faculty.

ACTION: Chuck will check on the credentials of his faculty and will report back to John on the matter.

[Agenda item 2] John reminded everyone that if an open records request comes in, it should be given immediately to Diane Stroble and Kathy Podsednik in the President's Office. (Notify both in case either one is out on vacation.) There is a time limit for responding to requests, John noted.

[Agenda item 3] John noted that the coordinator of events and rental requests for the entire campus will be Sandra Corbett. Her contact in the instructional division will be Lora Sims.

ACTION: Lora Sims should be contacted for coordination of events and room rental issues.

[Agenda item 4] John noted that the advertised date for fall term registration will be August 25, but we will also register on August 26. Directors will review for small classes on the afternoon of August 26, and deregistration will occur on the evening of the 26th. Students who have registered but are deregistered for nonpayment may be reinstated after arranging payment during the first week of classes. Otherwise, we will take no new registrations after August 26.

We will stay open until 8:00 p.m. for registration on August 25, John noted.

ACTION: Directors should let their personnel know to stay open for registration until 8:00 on August 25.

David Day thought that counseling planned to register new students on August 29 also. John said he would check into the matter to make sure counseling knows that the last day to register is actually August 26.

ACTION: John will ensure that the counseling office knows that registration will end on August 26; we will not register students on August 29.

[Agenda item 5] John noted that the campus license for AutoCAD will be \$27,000 if we continue to maintain as many stations as we currently have. Drafting cannot cover the entire cost, especially since half the computers with AutoCAD are not in the Drafting department. We probably need to cut back on the number of AutoCAD stations available in the library, D/DSS, etc. Discussion ensued. John noted that departments with AutoCAD stations may be charged a prorated amount for the software according to the number of stations they retain.

ACTION: Directors should canvass their programs to see how many AutoCAD stations they really need. That information should be routed to John as soon as possible.

[Agenda item 7] John distributed copies of the standardized faculty teaching load information that will be used for reports to the Coordinating Board from all TSTC colleges. He clarified that the expectation on this campus will still be a weekly teaching range of 18-24 hours, and each faculty FTE should average 5600 contact hours per term (350 per week).

[Agenda item 8] John noted that Faculty Schedule Form version H is now available on the Web. Click on Welcome, then Administrative Offices, then VP for Student Learning, then Instructional Forms.

ACTION: Fall schedules should be built from Faculty Schedule Form version H now available on the web. (Click on Welcome, then Administrative Offices, then VP for Student Learning, then Instructional Forms.)

The forms will still need to be printed off and signed before submission to John's office.

This form will calculate total semester contact hours. The minimum for full loading is 5600 contact hours for the term for each FTE.

[Agenda item 9] Miscellaneous

Chuck asked about DORI in Fort Bend for the fall. Yvonne asked Chuck if he wanted to do it on a weekend. Chuck asked if we could do it online. Chuck said he might end up with 70 or more students who need it. Terry suggested we do it via videoconferencing. Discussion ensued. Terry said she could give Chuck some Polycom two-way video units to assist him.

Terry asked if it would be better to put the bookstore order form in the VP's form page. John thought that would work.

ACTION: Directors will remind their chairs that the bookstore order form will be moved to the VP's instructional forms page.

Chuck asked if he could do online bookstore ordering. John said Fred would have to set up a separate area of the database for Fort Bend and Palacios.

Wayne noted that TSTC isn't listed as an entity to which jury duty pay can be donated (MCC is). John said he would ask TSTC legal counsel to check into the matter.

ACTION: John will ask TSTC legal counsel Ray Rushing if TSTC could be listed as an entity to which jury duty pay can be donated.

John noted that he would be out of the office next week through August 1. Wayne will be in charge in John's absence.

[Agenda item 6] John discussed overload issues with the appropriate directors.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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ACTION: Lora Sims should be contacted for coordination of events and room rental issues.

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