

Instructional Directors' Meeting
Minutes
July 6, 2004

Attending were Bob Gordon, Ronda Palmer, Wayne Blinka, John Spradling, Norris Martin, Greta Hecker, Yvonne Williams, and Lynn Parks.

The agendas were distributed.

[Agenda item 1] John distributed copies of an email from Chre' Parnell at the Women's Resource Center noting an opportunity to address vocational instructors at the Wyndam unit in Gatesville. The vocational instructors are seeking curriculum input in the areas of computer maintenance, graphics, business computer applications, landscaping, etc. The training session is scheduled for 7:30-9:30 a.m. on August 26th, apparently in Gatesville.

ACTION: Norris and Greta will check with Chre' about getting additional information on the training needs.

[Agenda item 2] John went over the remaining evaluation issues. Nine-month employees can wait to sign off on their evaluations until they report back to work at the end of the summer term.

ACTION: Lynn should ensure that HR receives photocopies of the English faculty evaluations done this spring. Any unsigned evaluations should be returned to the department pending the faculty member returning to campus, reviewing the evaluation, and signing it.

[Agenda item 3] John noted the following personnel changes. Dennis Meyers and Pat O'Connor are returning to full-time classroom teaching assignments. The new DDT department chair is Deborah Neumann. Rob Wolaver will take over supervision of grants and industrial training. Stephen Range, Mark Long, and David Meine will report to John Spradling.

ACTION: John will check to see if Rob Wolaver's budget business will still be routed through Ronda Palmer.

[Agenda item 4] John reminded everyone that July 15 is the deadline for department chairs to put in their capital equipment requests.

ACTION: Department chairs will be reminded that July 15 is the deadline for putting in capital equipment requests for the new school year. The requests can be input in the Vice President for Instruction's area on the TSTC website. John will make sure that Debbie Christian, Deborah Neumann, and Yvonne Williams all have the proper access to the capital equipment request area.

[Agenda item 5] John noted that he is still reviewing faculty schedules for overload and large lecture stipends.

ACTION: Change notifications for overload and large lecture sections will be due August 1. Directors will bring their overload and large lecture requests to the July 13 directors' meeting for discussion with John.

[Agenda item 6] John noted that he would like the directors to complete Comprehensive Program Reviews this summer; the findings will impact departmental planning early next school year. Wayne noted that, to complete the reviews, data from IER&P regarding placement rates, etc. needs to be in hand. John said he would look at what he has received from IER&P. Bob noted that the Coordinating Board web page has graduate placement data. John said the most current data on that website is Fall 2003. Bob suggested working up clear directions on accessing this data. The CB material also has comparative data for salaries, contact hours, etc.

ACTION: Directors will begin working with their department chairs on doing Comprehensive Program Reviews this summer. John will review his IER&P data regarding graduate placement rates, and he will check on working up clear instructions on accessing pertinent data from the Coordinating Board.

[Agenda item 7] Miscellaneous

Norris noted that Texas Eastman in Longview was interested in working up additional co-op arrangements for TSTC Waco students.

ACTION: Norris will talk to the appropriate department chairs and to Ed Price about going with him to Longview to talk to Texas Eastman regarding additional co-op slots.

Greta asked how long a graduate should be out before serving on a TSTC advisory committee. Bob thought that would be up to the company and the department. The three-year rule that applies to TSTC graduates teaching here might also be a guideline.

Greta also asked about handling transfer courses if there is not an exact match with one of our courses. John thought that the registrar's office could handle those by crediting them as a "Humanities Elective," etc. on the transfer of credit form.

ACTION: John will investigate the current mechanism for bringing in college courses for which we do not have an exact matching course.

Greta noted that Network Security has been moved, and everything went well. Greta complimented the Physical Plant and NTS personnel for their good work on getting the Network Security program moved. Greta pointed out that we now have some extra storage space, but a decision will have to be made about how to allocate space in the buildings we're using as storage.

John noted that items and furnishings should not be scavenged without authorization. For one thing, there are asbestos considerations.

Yvonne noted that she is making progress scheduling faculty to cover DORI classes.

Ronda noted that she will be on vacation for the rest of this week, so budget questions should be directed toward John.

Wayne noted that he needed to find \$25 for a new plug for Tommy Harper.

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

SUMMARY OF ACTION ITEMS

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