

Instructional Directors' Meeting
Minutes
August 10, 2004

Attending were Bob Gordon, Linda Diamond (for Greta Hecker), Ronda Palmer, John Spradling, Wayne Blinka, David Day, Yvonne Williams, and Lynn Parks.

The agendas were distributed.

[Agenda item 1] John reminded everyone that capital equipment requests need to be reviewed and ranked by the end of the week. David reported that he was being limited to five requests. Wayne thought some of his cluster's requests were not showing up. Yvonne was having problems logging in .

ACTION: John will check into the issues regarding the capital equipment requests, including the number of items a director can rank. Cluster directors will finish ranking their capital equipment requests by the end of the week.

[Agenda item 3] John noted that we have an advertising opportunity involving buying a magazine ad in "Texas Happenings," which is a new magazine available in the Waco area, the Midland/Odessa area, and at entry points into the state for tourists. John noted that the cost would be \$445 per month for a half page ad.

[Agenda item 4] John noted that the graduation requirements for technical support courses is now a "D" or better, according to the revised SOS. (A grade of "C" or better is still required for major program courses.)

[Agenda item 5] John noted that it's time to renew TACTE membership (Texas Association of College Technical Educators), and the directors should plan to go to their fall conference.

ACTION: John will ensure that the appropriate instructional directors are renewed as TACTE members.

[Agenda item 6] John noted that the calendar for nine-month faculty will be made available at the August 18 department chair meeting. Nine-month faculty will be expected to work through May 31 if they are off in the summer.

[Agenda item 7] John noted that the president will conduct a marketing meeting at the clubhouse. Directors will be invited to attend and will need to glean marketing ideas from their clusters.

ACTION: Directors should glean from their clusters ideas for new marketing initiatives.

[Agenda item 8] John reminded everyone that we need to glean ideas for additional continuing education courses. We have made substantial gains in this area, but we need to redouble our efforts.

ACTION: Ideas for additional CE courses should be forwarded to John as soon as possible.

[Agenda item 9] Miscellaneous

John noted that he will be analyzing our contact hour fluctuations in order to make a projection due soon at the Coordinating Board.

[Agenda item 10] John asked what problems we were having with registration. It was noted that sometimes the TSI scores that were sent with the student did not match the students' scores entered into the computer. Wayne noted that there have been some problems with certificate students incorrectly facing TSI holds. Wayne also noted that some students in his departments were being placed into the wrong math track, but the issue seems to be resolved now. Wayne also noted that waits for counseling services were excessive at times.

David noted that automotive was still registering students at 7:00 p.m. last night, but it appeared that counseling was not taking students for testing, etc. after 5:00 p.m.

Wayne noted that Frank Wilkins had a family wait for over three hours to get a status updated; Frank ended up buying the family lunch.

Linda noted that a new CMT student took six hours to register because of various glitches. She did 30 overrides on Monday, primarily for TSI issues or other prerequisite issues.

Linda said for Webmaster there was some old prerequisite information. The department chair had fixed the problem at this point, Linda thought.

Yvonne noted that some students were coming in trying to get their DORI course waived based on work from another college. DORI is an institutional requirement, John noted—you can only be exempted from DORI if you hold an associate's degree or higher. It will not otherwise transfer in.

Lynn P. reminded everyone that Forms of Literature and American Literature class will count for the Humanities requirement. He had a department chair call him earlier in the day who was confused about that.

David said that a good idea brought up at the Edge meetings would be to have rosters with students' ID pictures.

Ronda asked about how to handle the change notification for an EHS part-time faculty member. Discussion ensued.

ACTION: John will check on the salary for the EHS faculty member.

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

SUMMARY OF ACTION ITEMS

ACTION: John will check into the issues regarding the capital equipment requests, including the number of items a director can rank. Cluster directors will finish ranking their capital equipment requests by the end of the week.

ACTION: John will ensure that the appropriate instructional directors are renewed as TACTE members.

ACTION: Directors should glean from their clusters ideas for new marketing initiatives.

ACTION: Ideas for additional CE courses should be forwarded to John as soon as possible.

ACTION: John will check on the salary for the EHS faculty member.