

Instructional Directors' Meeting  
August 15, 2006  
Minutes

Attending were Bob Gordon, Ron Sanders, David Day, Terry Conroy, Mike Denn, Lynn Parks, Y'vonne Williams, Selby Holder, Fred Khozein, and Richard Wheet.

The agendas were distributed.

[Agenda items 1, 2, and 3] Carrie Gayeske from HR visited to cover various topics. She noted that faculty need to start by September 1 to get an October 1 paycheck. If they are hired later in September, they will not be paid until November 1.

Ron distributed copies of an online staff evaluation instrument developed by Harlingen which is being considered for use here. It can be set up so that only the supervisor sees the evaluation results, or others can, too. Carrie also noted that we could set the online evaluations up so that evaluation due dates are staggered, and supervisors receive email prompts when it is time to do them. She asked everyone to look over the evaluation questions and give her feedback on them.

**ACTION:** The online evaluation form will be disseminated; feedback on the questions should go to Carrie Gayeske.

Carrie then addressed the issue of payroll changes for 9-month faculty. She said that 9-month faculty will start 8/7/06. That means they will get their remaining pay for the FY 06 school year, plus the pay they earn for the last three weeks in August, on their September 1 paycheck. From this point on, 9-month contracts will always start on 8/7.

[Agenda item 4] Development director Sophia Mullen then visited the meeting. Ron asked that the cluster directors schedule tours with Sophia so that she can see instructional programs efficiently. We need to apprise Sophia of our current needs and current contributors. Sophia said she has made a lot of good contacts and has already raised nearly \$60,000. She can also supply gift certificates for lunches with donors. She emphasized that she does not want to interfere with existing donor relationships. Sophia also noted that representatives from the Disney Institute will be here next February to lead sessions in management, leadership, and excellence; this seminar, which is open to the public, should be a money-making activity for us.

**ACTION:** Directors will schedule tours of their areas with Sophia Mullen at their earliest convenience.

[Agenda item 5] Richard distributed copies of a proposed revision to COP 7.55 "Nine-Month Contract Faculty" which would obviate the need for a calendar to show workdates for these faculty. The revised COP mandates that 9-month faculty be on duty two weeks prior to the beginning of the fall term and certain other days (Professional Development Day, College Preview, etc.). Discussion ensued.

[Agenda item 6] Richard distributed copies of a handout entitled “Non-Renewal of Contract” and a related piece, the Texas Community College Teachers Association “Code of Professional Ethics.” The proposed “Non-Renewal of Contract” policy would list the reasons for which an experienced faculty member (minimum six years of continuous employment with minimum “meets expectations” rating on their annual faculty evaluation) could be released. Richard feels that faculty should be extended the courtesy of having a valid reason explained if they’re let go, rather than just not renewing faculty for no stated reason, as has sometimes been done in the past.

Terry noted that she has a staff member who had received a letter with an incorrect salary amount last year, but HR did not pay her the increased amount. Discussion ensued about how the situation should have been handled.

[Agenda item 7] Ron distributed copies of proposed calendars for 2007-2009. Ron said a point of discussion was the length of the summer term (15-weeks vs. 12-weeks). Richard noted that a majority in the faculty senate seemed to want to stay with the 15-15-15 schedule. Ron said that a 15-15-4-12 (with a compressed, 4-week May offering) schedule provides more flexibility for students and instructors. Selby noted that we would need to see if there are any financial aid implications over the summer if we go to a 15-15-4-12 schedule. Fred suggested we survey the students to see what schedule they prefer. Richard noted that, if our summer enrollment is going down, we might want to try something different. Additional discussion ensued.

[Agenda item 8] Ron distributed copies of the proposed COP entitled “Excused Leave for Student Called to Active Military Service.” The COP includes a provision for an “IM” (Incomplete-Military Leave) grade designation. According to this COP, department chairs can give these students up to a year to complete their incomplete courses.

[Agenda item 9] Ron distributed copies of a proposed COP entitled “Building Configuration Control.” The COP outlines the process to be followed if changes are needed to a building’s configuration, air conditioning, water, electrical power distribution, etc. According to the COP, all building modifications must be approved by the Physical Plant Director.

[Agenda item 10] Ron noted that we look to be down in both returning and new students for the fall. Richard thought it might help if we had a much earlier registration period for the fall term, so that students could register for the fall term in the late spring. Programs could set up their fall classes based on the previous fall’s classes. Discussion ensued.

**ACTION:** Because fall enrollment numbers are trending down, all personnel should consider helping man the recruiting phone bank.

[Agenda item 11] Ron distributed copies of an email from Barbara Selke-Kern stating that a Tour of Excellence will be held before Board of Regents meetings to acquaint new regents and others with the TSTC colleges.

[Agenda item 12] Miscellaneous

Fred noted that we have developed a new Agreement of Cooperation & Articulation between TSTC Waco and The University of Texas at Brownsville/Texas Southmost College. A TSTC degree will apply to the first two years of study toward a UT Brownsville Bachelor of Applied Arts and Sciences degree and Bachelor of Applied Technology degree. Some of the UT Brownsville degree programs are available online, Fred explained. Selby noted that in the Texas Two-Step Program (a statewide transfer program), entire blocks of credit are transferred; doing so gets around the problem of transferring particular courses when the TSTC course was not taught by a person with a master's degree.

Richard noted that the annual faculty senate barbecue would be held at FSC from 5:00-9:00 p.m. on August 28. All faculty/staff in the instructional division and their families are invited. Instructional personnel should RSVP with Richard Wheat.

Lynn noted that IER&P was making good progress getting together information that shows what happened to the new students who enrolled in the FA 02 term. The data will show, by program, GPA for each student each term, when students dropped out, and when students completed certificates and degrees. A preliminary look at the aggregate results showed that, out of 1266 new students that term, 292 (23%) completed an AAS by SU 06, and 178 (14%) completed a certificate. (These figures apparently include duplication of students who completed both a certificate and an AAS, so the actual number of individuals would be a bit less.) That's a 37% success rate, at best, in four years for all incoming students, whether they needed remediation or not.

Y'vonne distributed copies of a new brochure which explains what SES is and what courses SES offers. Incoming students will get these brochures at their orientation.

Bob noted that the Rapoport Academy still has some openings for their new 9<sup>th</sup> grade class.

**ACTION:** Faculty and staff who have 9<sup>th</sup> grade students will be encouraged to consider the Rapoport Academy for school this fall.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

**ACTION:** The online staff evaluation form will be disseminated; feedback on the questions should go to Carrie Gayeske.

**ACTION:** Directors will schedule tours of their areas with Sophia Mullen at their earliest convenience.

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