

Instructional Directors' Meeting
Minutes
August 17, 2004

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

The agendas were distributed.

Flo Darwin and Jeanette from the Bookstore visited to give a report about E-Follett and the on-line bookstore. Flo noted that we need to do a better job putting information into the bookstore database so that we can get the system up and running. Currently, the list is incomplete; we need to make sure every book that is being used is listed. We also need to append estimates about enrollment. Also, we can't change books for a class at this point. Flo said she could still order books and get them in for the fall if they were ordered by Friday, August 20. Flo said she would use the data in the "enrollment" field to order books for the campus bookstore. Fred Nelson arrived and gave John additional information about the database. Fred said he also needs materials lists for each course; he'll work on a database to glean this information in usable form, perhaps from a bookstore inventory. Fred described other concerns; John said he would try to raise those issues with other VP's.

ACTION: Directors will work with their department chairs to ensure that complete and correct bookstore data is entered by August 20. John will work with Fred Nelson and Ted Donovan to turn off department chair access to the bookstore database at the end of the day Friday (August 20). Fred will give John direct access to the database via URL's. Flo will send the database to E-Follett as early as possible next week.

[Agenda item 1] John reminded everyone that we are trying to glean additional CE offerings. John suggested we run new hire orientation as a CE course. The consensus was that might be possible; we could even run refresher courses for CE reimbursement. Ronda suggested we look at a designated person in every program take a CPR course. John noted that we are behind where we were last year in gearing up for fall CE offerings. Rob Wolaver is studying our offerings for FA 03 and will try to get us into a position to offer all the courses that made or nearly made last fall.

ACTION: Ideas for additional CE courses should be forwarded to Rob Wolaver.

[Agenda item 3] John noted that we are still studying the issue of zero based tuition. If an outside entity provides at least 15% of the course cost, we can run zero tuition courses for contact hour reimbursement. John thought that the CIP committee could review packages of CE courses. We also have to do an evaluation of the CE course and ensure faculty credentials.

ACTION: John will propose new duties for the CIP committee, including review of CE offerings.

[Agenda item 2] John noted that we need to find an additional NST graduate and more information on AER graduates to complete our CB-116 graduate placement reporting and ensure that we meet the placement standard for these programs. We also need to study if we can lump all AER graduates under the same CIP code, in which case the number of graduates in that program already meets the standard. (Jerry Hutyra is checking on this issue.)

ACTION: Greta will work with NST to shore up their FY 02 CB-116 data. John will work with Jerry Hutyra regarding the issue of AER CIP reporting.

[Agenda item 4] John noted that the Technical Writing AAS and Advanced Technical Certificate programs have been approved.

[Agenda item 5] John listed those personnel from instruction who will be attending the Appreciative Inquiry quality improvement sessions in Marshall. Personnel attending will leave at 5:30 p.m. Sunday, August 29, and will return Tuesday night.

[Agenda item 6] John gave Lynn copies of information regarding upcoming WECM workshops in business and tech writing fields. John also distributed to everyone information about training for personnel to become WECM workshop facilitators. That training will be held October 6.

ACTION: Information regarding the upcoming WECM workshops and the WECM workshop facilitator training will be disseminated to the appropriate personnel.

[Agenda item 7] John distributed copies of an article from the Chronicle of Higher Education regarding organizational structures that raise graduation rates for needy students. Those items were one-stop shopping for enrollment and financial aid, a streamlined and regularly-offered curriculum, and low counselor-student ratios. John thought we had made progress in all those areas.

[Agenda item 8] John noted that on-line hiring training will be done at the department chair meeting on Wednesday, August 18.

John noted that department chairs doing hiring this fall should plan to attend an additional training session either on Wednesday, August 18 from 9-11 in the DL lab or on Thursday, August 19 from 9-11 in the DL lab.

[Agenda item 9] John noted that summer term graduation will be this Friday, August 20, at 6:00 p.m. in the Waco Civic Center.

John noted that we are looking at the possibility of using the West hospital facility for offering health-related programs. We will also talk to Hill Hospital about possible partnerships. (MCC had turned down the West facility.) John also noted that we're

looking at the possibility of running a building construction trade program at MCC's McGregor center.

John noted that any employee making \$23,600 or less must be classified as nonexempt and are therefore entitled to overtime. Employees in the \$23,600-\$100,000 may be exempt or nonexempt. These are the new Fair Labor Standards Act guidelines. The new guidelines should not have any impact at Waco, but it might at the other TSTC colleges.

[Agenda item 10] John noted that the total CUF allotment for instruction is \$200,000; the total HEAF allotment is \$24,600. Discussion ensued on what items should get priority.

ACTION: Directors will share with their department chairs which items have been approved for CUF and HEAF expenditures. Department chairs should initiate purchases by the middle of September. These purchases should go through Ronda Palmer.

[Agenda item 11] Miscellaneous

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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