

Instructional Directors' Meeting
August 22, 2006
Minutes

Attending were David Macik (for Mike Denn), Ronda Palmer, Bob Gordon, Ron Sanders, David Day, Terry Conroy, Y'vonne Williams, Lynn Parks, and Chuck Abshier (via telecommunication).

[Agenda item 1] Elton visited the meeting to note that we have had some glitches with TSI testing which has slowed down our ability to handle student traffic. Also, we are down right now in new student registration, and we need to glean more students if possible. As a result, he is mandating that a special registration day be held this Saturday (August 26). Counseling will be open this Saturday from 8:30-4:00 to handle testing. Sufficient instructional personnel also should be available to handle advising.

ACTION: By Thursday, Ron should be notified who will be available from each instructional cluster for the special Saturday registration.

[Agenda item 2] Ron distributed copies of an email regarding an upcoming review of our IE (Institutional Effectiveness) plan. The evaluation likely will be held in the spring of 2007.

[Agenda item 3] Ron distributed copies of a letter from SkillsUSA commending Pat O'Connor for his great work on the SkillsUSA national championships.

[Agenda item 4] Chuck noted that studies are being conducted in his area regarding some commercial expansion that may impact the school. If the current Marine Center site is chosen for development, new facilities for the Marine Center would be built in another location.

[Agenda item 5] Ron reminded everyone that Charles Reed is the sole point of contact with the Waco Wranglers basketball team.

[Agenda item 6] Ron distributed copies of an email reminding employees that scholarships for up to six credit hours per term are available. Ron noted that after the director signs the scholarship form, it can be routed straight to HR. Terry noted that the new form off the web should be used, not old forms.

[Agenda item 7] Ron noted that the president would like a list of short course courses we're offering for the fall.

ACTION: Department chairs and/or directors should submit to Ron as soon as possible a list of short courses lined up for the fall. Also, directors should canvass their department chairs to discuss what courses could be taught in a format of less than 15 weeks (particularly courses that could be taught in a four- or five-week format).

[Agenda item 8] Ron noted that meetings are continuing with Fluor regarding contracted welding training. Bechtel also anticipates needing additional welding training. It speaks well of Frank Wilkins and the welding department that Fluor and Bechtel have chosen to come here, Ron said.

[Agenda item 9] Ron distributed copies of an email regarding a student who had some difficulty accessing the right person to get registered. The matter has now been resolved.

[Agenda item 10] Ron distributed copies of the invitation for participation in an upcoming WECM Course Review Workshop, to be held October 26-27. The areas covered are primarily in the computer cluster.

ACTION: Relevant personnel who want to participate in the October 26-27 WECM Course Review Workshop should coordinate with Jerry Hutyra.

[Agenda item 11] Ron passed along thanks to Rudy Cervantes and Debbie Dunkin for heading up our teaching at the McGregor and Midway training centers. They are doing excellent work. He also wanted to thank those who helped get this project going in AUT, ADP and DMD/MCI.

[Agenda item 12] Miscellaneous

Terry noted that she had Jan Osburn send out a campus-wide email regarding how to find the right servers for our DL offerings. (Use the WebAdvisor user name and login to get in.) Next fall, all DL courses should be on a single server.

Ronda noted that she needs to verify the continued employment of certain persons being paid from local funds, or 9-month faculty who taught as part-timers this summer and need to have their part-time status terminated. She went through the list and verified the status of these employees.

Ronda noted that she would send everyone copies of their sections of the budget.

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

SUMMARY OF ACTION ITEMS

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