

Instructional Directors' Meeting  
Minutes  
August 3, 2004

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

Greta distributed contract letters to the various directors.

**ACTION:** Directors will distribute the contract letters to the appropriate departments as soon as possible after reviewing and sorting them and making back-up copies.

The agendas were distributed.

[Agenda item 1] Greta noted that contract letters to Mr. Spradling by August 27; they are due to back to the directors by August 25. Nine-month faculty must sign and return their letters by the due date.

[Agenda item 2] Greta asked if anyone knew of locations of Scantron machines. Discussion ensued. Bob pointed out that the Scantron company may ask for some machines back based on the number of forms purchased by the campus.

[Agenda item 3] Greta noted that the FY 05 budget was approved at the last Board of Regents meeting.

**ACTION:** Ronda said she needs an FY 05 budget book. Greta said she would check into getting her one.

[Agenda item 4] Greta passed around sample copies of the new billboard which will be located on I-35 near the TSTC exit.

[Agenda item 5] Greta noted that Edge 2004 (formerly Camp TSTC) will be held on our campus August 8-10. We need to be positive and helpful to the many visitors who will be on campus, Greta noted.

[Agenda item 6] Greta noted that Rich Morris has developed a training program in interviewing and hiring for managers. We can expect the program to be offered to managers on campus beginning September 1.

[Agenda item 7] Greta distributed copies of a memo from the THECB regarding the Doctoral Incentive Loan Repayment Program.

**ACTION:** Directors will disseminate the information regarding the Doctoral Incentive Loan Repayment Program.

[Agenda item 8] Greta distributed copies of a letter from Senator Kip Averitt regarding the state's response to our fleet management plan. Senator Averitt noted that the state granted a waiver for TSTC to retain 13 out of 18 maintenance vehicles.

[Agenda item 9] Greta noted that Rob Wolaver and John Spradling are looking for suggestions regarding continuing education and industrial training ideas. Elton would like to see us generate some ideas for new courses by August 16. The courses do need to have a technical or workplace focus. Bob suggested that we offer training to area businesses in customer service.

ACTION: Anyone having ideas for new continuing education or industrial training classes should forward them to Rob Wolaver and John Spradling.

[Agenda item 10] Greta noted that SES has printed up color success posters on foam board. Elton has a set of SES posters for the Directors to distribute for display in the various buildings.

ACTION: Directors will choose success posters for distribution to their areas on campus.

[Agenda item 11] Greta noted that GLM had done an excellent job taking out some planters and rebricking the area in the TSTC central mall. President Stuckly would be interested in having GLM install an engraved brick to commemorate their work.

ACTION: Dave will arrange for a commemorative brick for GLM.

[Agenda item 12] Greta noted that the West Hospital facility has been offered to TSTC if we want to use it for training purposes. Greta thought we might help them secure a grant to turn the facility into a community center, perhaps with a TSTC computer training room.

ACTION: Ideas for utilization of the West Hospital should be forwarded to John Spradling.

[Agenda item 13] Greta distributed copies of a memo from Executive Vice Chancellor Barbara Selke-Kern regarding an upcoming TSTC Appreciative Inquiry Conference to be held August 30-31 in Marshall. The conference will focus on quality improvement.

ACTION: Directors and department chairs interested in attending the TSTC Appreciative Inquiry Conference should contact Greta by this Friday afternoon (August 6). Directors should reserve their vans for transporting participants on August 30-31 for these participants.

[Agenda item 14] Greta distributed copies of an email from Mike Reeser expressing appreciation to Fred Nelson and Lance Zimmerman for their assistance in the development of a new WebCT online course for Dixon Bailey.

[Agenda item 15] Greta noted that the deadline for contract letters to be returned to John Spradling is August 27.

[Agenda item 16] Greta noted that the deadline for TCD's to rank their cluster's capital equipment and computer requests is August 15.

[Agenda item 17] Greta noted that the deadline for Department Assessment and Improvement program reviews is mid-September.

[Agenda item 18] Miscellaneous

Greta noted that we cannot submit purchase requests for FY 05 yet.

Lynn noted that the Tech Writing AAS and ATC had been approved by the THECB.

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

#### SUMMARY OF ACTION ITEMS

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