

Instructional Directors' Meeting Minutes
September 12, 2006
Minutes

Attending were Susan Meyers (for Terry Conroy), Bob Gordon, Jerry Shaw (for Mike Denn), David Day, Chuck Abshier, Fred Khozein, Sandy Kleypas (for Selby Holder), Richard Wheet, Ron Sanders, and Lynn Parks.

[Agenda items 1, 2, & 3] Fred distributed copies of a proposed revision to COP 7.55. He said one matter of concern was the provision regarding 40 hours per week. The matter of approving the COP has been put on hold. Fred, Elton, Richard Wheet, and perhaps Rich Morris will meet to talk about that provision of the COP later, Fred said. Richard said the faculty senate would like to analyze the issue further, in conjunction with a revision of SOS HR 2.1.9, which deals primarily with 9-month faculty. Fred then distributed copies of SOS HR 2.1.9. Richard said the proposed revision to SOS HR 2.1.9 was not favorably reviewed by the Faculty Senate.

Elton and Alexis visited the meeting to address a couple of issues. Elton said he would like to see more flexibility in the way we offer courses and schedule faculty, including light-loading certain instructors in a department to be able to recruit. Elton said that SOS HR 2.1.9 needs to allow for flexibility in loading and scheduling so that we can focus more on growth, and he will talk to the Chancellor about the issue. He does not want us to return to a system in which being here 8-5 is a closely monitored issue.

Elton then turned to the issue of overload pay and extra pay for short courses, night and weekend courses, etc. Discussion ensued. Elton noted that we do need to have minimum standards for overload, but we also need to have some flexibility for exceptional cases and exigencies. Richard noted that department chairs need to monitor overload closely and let people know near the start of the term whether or not overload can be granted. There is some latitude regarding loading in COP 7.30, Richard said. Elton said that directors should make the call regarding short courses through May regarding pay for short courses, but we also need to adhere enough to a consistent practice that we're not over-obligated later. We also may need to balance overload with light loading in a subsequent term, just to conserve funds. Elton warned that we no longer have a huge instructional reserve as we used to have.

Alexis said she would like to see the instructional departments and the advisory boards more in recruiting, with the recruiting people helping set up functions. Discussion ensued.

The suggestion was made to look at more dual credit offerings, and advertise them more heavily.

Chuck noted that he needs better marketing support for Palacios and Fort Bend, including an enhanced web presence.

[Agenda item 4] Fred noted that he and Richard were looking at additional perks for TSTC faculty and staff. These might include merit raises or additional days off.

[Agenda item 5] Fred distributed copies of a draft document entitled “Non-Renewal of Contract” listing reasons why an experienced faculty member could be released. Also attached was a copy of the TCCAA Code of Professional Ethics. The proposal is that if a faculty member has been here at least two years with acceptable performance ratings, and the decision is made not to renew his/her contract, then a reason must be stated for letting the faculty member go. The proposal will be discussed further.

ACTION: Further feedback about the proposal regarding “Non-Renewal of Contract” should go to Fred and Richard.

[Agenda item 6] Fred distributed copies of the revised COP 2.47 “Drug and Alcohol Testing.” This COP has now been approved as revised, Fred said. The COP was changed to include the provision that all employees, not just Physical Plant employees, would face mandatory drug testing if involved in an accident or near accident. Richard Wheet thought the faculty should have had more time for input regarding the revision. Elton said he didn’t realize there was additional concern about the revision, and the COP was approved as revised. David said he was concerned about Procedures section B.3, which states that employees will be drug tested “when the employee is responsible for or involved in an accident or near-accident involving human error.” Elton said he would glean further input about the COP and see if it needs to be revised further.

ACTION: Further feedback about COP 2.47 “Drug and Alcohol Testing” should be forwarded to Fred and Richard.

[Agenda item 7] Fred distributed an email from Darline Morris regarding our 2006 IPEDS (Integrated Postsecondary Education Data System) report. The report shows that our retention rate and graduation rate are significantly better than those of comparable technical colleges across the nation. It also shows that TSTC is doing a good job serving minority populations, and that our instructional salaries are significantly lower than other colleges in our peer group.

[Agenda item 8] Fred distributed copies of information about the upcoming NCSPOD (National Council for Staff, Program, and Organizational Development) conference, to be held November 1-4 in Fort Worth.

ACTION: Information about the upcoming NCSPOD (National Council for Staff, Program, and Organizational Development) conference, to be held November 1-4 in Fort Worth, will be disseminated to all interested parties.

[Agenda item 9] Fred distributed copies of information about the Jack Kent Cooke Foundation. This foundation’s mission is “to help young people of exceptional promise reach their full potential through education.”

ACTION: Persons interested in pursuing scholarships for students through the Jack Kent Cooke Foundation should contact Sophia Mullens for further information.

[Agenda item 10] Fred distributed copies of an article from the Round Rock Leader newspaper about a new multi-college institution planned for the eastern Williamson County area. Temple College would be the primary provider, but TSTC will likely deliver some in-demand technical programs there, Fred said. Elton, Fred, Charles Reed, and Lance Zimmerman will continue to meet with Temple College representatives to finalize partnership agreements.

[Agenda item 11] Fred distributed copies of an email regarding a meeting TSTC Regent Connie de la Garza had with Regent Mike Northcutt and TSTC counsel Ray Rushing regarding further commercial expansion in TSTC's Aviation Parkway that should generate additional airport revenues. Progress is being made in this initiative.

[Agenda item 12] Fred distributed copies of an email from Chancellor Segura regarding reconstitution of leadership teams with the department of Dr. Selke-Kern. The System leadership team will include Francette Carnahan, Gary Hendricks, Rich Morris, and Jonathan Hoekstra. Vice President's Leadership Teams will be headed by Charles Reed (Student Services), Pam Price (Finance), and Pat Hobbs of Harlingen (Instruction).

[Agenda items 13 & 14] Fred distributed copies of materials related to the Drug Free Schools and Campuses Act. TSTC will initiate new programs through the nurse's office, marketing department, and residence life office to warn students away from illegal drug use.

[Agenda item 15] Fred distributed copies of an email from Ron Sanders which listed the number of WISD graduates currently enrolled at TSTC (Waco High—136; University—110; A. J. Moore—46).

[Agenda items 16 & 17] Fred noted HEAF and ICE allocations need to be spent as early as possible in the school year. Proposals for projects and equipment that are truly high-priority needs should be submitted send to Ron Sanders by 5:00 p.m. this Friday (September 15).

ACTION: Directors will forward to Ron proposals for projects and equipment that are truly high-priority needs; the proposals are due by 5:00 p.m. this Friday (September 15).

[Agenda item 18] Fred distributed a handout entitled "Goals for Student Learning Department." Fred noted that we need to do curriculum evaluation. In some cases, courses may need to be combined, hours adjusted, program entrance standards set or revised, etc. The best instructors in each area should sit down and review curricula and propose revisions. We also must ensure that all courses are viable in the WECM catalog. We also need to offer a better variety of courses, including short courses, new night/weekend offerings, additional DL offerings, etc. Fred suggested that cluster directors and department chairs do walk-throughs to ensure that classes are meeting when

they are supposed to. Richard thought that approach typically is not necessary. Discussion ensued.

[Agenda item 19] Miscellaneous

Fred asked about advisement issues, especially regarding DL students. Susan discussed the issue of not providing DL students with clear information so they could access their classes.

Fred asked about the possibility of getting course scheduling done earlier. Discussion ensued.

It was noted that the Bookstore is supposed to be sending out list of books that were ordered but never purchased. We need to work on getting better information to the Bookstore, and for the Bookstore to be more responsive. It was also noted that prices are different from the bookstore to the Bookstore's website.

Fred reminded everyone that we need to ensure office coverage, including through lunch.

Registration issues were then discussed, including the issue of faculty doing registration vs. students doing their own registration. There are also still issues with WebAdvisor that frustrate both faculty and students. Discussion ensued. It was agreed that faculty, not counseling, should be doing registration.

It was noted that a SP and FA 07 goal of 10% is probably not realistic. Richard felt that a goal of a 5% increase would be realistic. Fred noted that we also need to keep looking at retention issues. Discussion ensued. Fred agreed to scale back the goal to 5% enrollment growth.

Fred said that he is also concerned for safety. Fred noted that he has met with Rhett Reddell on the issue. We need to become proactive. Rhett will be at the next program chair meeting to help us put a safety management plan in place. Safety officers need to be real safety officers. Some programs still do not require use safety eye gear or other safety equipment, Fred said.

Fred noted that he would like for instruction to help draw up a comprehensive marketing & recruiting plan as soon as possible.

Fred again emphasized that new short course versions of our classes and other night/weekend classes should be part of faculty member's regular teaching load for the spring term.

ACTION: Department chairs will work with their schedulers and faculty to develop additional short courses and night/weekend offerings that are part of the faculty's regular loading.

Fred noted that Ronda Palmer is leaving on September 13. A search for a replacement will begin immediately.

Fred noted that Dr. Conroy will meet with chairs next week to discuss issues related to online class offerings.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: Further feedback about the proposal regarding “Non-Renewal of Contract” should go to Fred and Richard.

ACTION: Further feedback about COP 2.47 “Drug and Alcohol Testing” should be forwarded to Fred and Richard.

ACTION: Information about the upcoming NCSPOD (National Council for Staff, Program, and Organizational Development) conference, to be held November 1-4 in Fort Worth, will be disseminated to all interested parties.

ACTION: Persons interested in pursuing scholarships for students through the Jack Kent Cooke Foundation should contact Sophia Mullens for further information.

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