

Instructional Directors' Meeting
Minutes
September 14, 2004

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

The agendas were distributed.

[Agenda item 1] Lance Zimmerman visited to discuss the Virtual College of Texas. He distributed a handout entitled "Administrative Guide to the Virtual College of Texas." The VCT, he noted, is a mechanism for sharing DL courses from various colleges in Texas. A TSTC student who wants to take a VCT course gets a spot reserved in that section. Then Lance and Jerry Hutyra set up a corresponding TSTC section in Colleague for the student, and the student goes through the regular registration process to add that section of the course. We get the tuition and fees; we pay the provider college an instructional fee (commensurate to the contact hour reimbursement, typically). We have five or six students in VCT courses this term. If a student is about to graduate and needs a course we don't offer, a VCT course would be an option.

Ronda asked if an employee could use the employee scholarship program to pay for a VCT course. Lance thought that might work, since the course shows up in Colleague as a regular TSTC course. Lance wanted everyone to know about VCT, since interest among our students seems to be picking up. John asked if any developmental courses were taught through the VCT; Lance didn't know for sure but said he would check. John noted that for VCT courses, the student would typically have to be a good reader and be motivated to finish a DL course.

You do have to look for a specific course or a specific college, Lance said. There isn't a general catalog of courses. Wayne asked if there were courses starting at nontraditional times during the school year. Lance said there were some offerings with nontraditional start dates.

ACTION: John will check into the issue of TSTC employees receiving scholarships to take VCT (Virtual College of Texas) courses.

[Agenda item 2] Greta reminded everyone about the upcoming dates for Secondary SkillsUSA VICA contests. Those dates are: February 4, 11, 18, and 25. She is serving on the committee working on the events. They will be utilizing the ITC building and the Rec Center for the contests. Greta thought we could do a better job using the contests as a recruiting opportunity. She would like each technology to set up a booth in the ITC building, and arrange tours as necessary. Greta will also need volunteer help.

[Agenda item 3] John noted that adjunct faculty can receive benefits under certain circumstances. However, the faculty member does pay the full cost for those benefits. He distributed copies of information about benefits for part-timers to the cluster directors for distribution. Adjunct faculty must fill out the form and return it to HR by September 24.

ACTION: Cluster directors will ensure that part-time faculty have received the information about the group benefits eligibility.

[Agenda item 4] John asked who was attending the TACTE conference. Greta, Lance Zimmerman, Jerry Hutyra, and John Spradling plan to go. The conference hotel should be available at the state rate, John noted.

[Agenda item 5] John noted that the Texas Workforce Commission Civil Rights Division will be auditing our hiring process later this term. All supervisors who have made hires in the past year should be prepared to provide HR with notes and documentation regarding why a particular candidate was chosen over other applicants. This applies to full-time and part-time personnel.

ACTION: Directors will ensure that all supervisors in their areas who have made hires in the last year will have documentation assembled regarding the hires in preparation for the audit by the TWC Civil Rights Division.

[Agenda item 6] John distributed copies of an email regarding flying to Shreveport and then going to TSTC Marshall. That is still considered an in-state trip, John said.

[Agenda item 7] John reiterated that supervisors are not to make job offers or salary offers to applicants. Supervisors should work with John to establish any flexibility in the salary negotiations; then HR does the salary negotiations with the candidate. John reminded everyone that personnel processes are now done via electronic transfer of information.

ACTION: All personnel will be reminded that offers of employment and salary negotiations are done by HR.

[Agenda item 8] John noted that our continuing education area is still looking for additional courses, and we want to set up as much existing training as possible as CE training. We would like to have new employee orientation, basic instructor training, etc. set up as continuing education courses so that we can generate contact hour reimbursement for such training. Greta thought that Colleague training might be set up as CE; John said we were looking at it.

ACTION: Directors will remind their personnel that if they are interested in offering additional continuing education courses or have training sessions that could be set up as continuing education courses (minimum seven hours of training, but this minimum could be met by setting up a series of modules), they should contact Stephen Range.

[Agenda item 9] John noted that we are considering a proposal to turn the former site of the superconducting supercollider into a TSTC training center. The Chancellor and President will go up there and discuss the issue later this term.

[Agenda item 10] John noted he needs a person to serve on the IE Monitoring Committee. He also needs someone to serve on the DL committee.

ACTION: Nominees to serve on the IE Monitoring Committee and to serve on the DL committee should be forwarded to John.

[Agenda item 11] John noted that when lodging receipts are submitted for reimbursement, the receipt must show a zero budget. So, employees will have to go to the front desk, pay their bill, and receive a receipt, rather than going through express check-out.

ACTION: Directors will remind their department chairs that they must zero out their lodging bill when they travel (they can't express check-out), and then present their receipt for reimbursement.

[Agenda item 12] John noted that Representative Jesse Jones will be visiting the campus on September 22, 2004.

[Agenda item 13] John noted that Lynn had worked up a proposed preset academic schedule for the SP 05 term. The academic schedule is based on what made in the SP 04 term. Greta recommended that department chairs and schedulers discuss the issue at the September 15 department chair meeting.

ACTION: John will discuss the issue of pre-set academic scheduling with the department chairs at the September 15 department chair meeting. Department chairs should also bring their departmental schedulers to this meeting.

Yvonne noted that we are still having some trouble getting students lined out with the remedial courses they need under the new TSI requirements. Advisors don't always know the different requirements for associate degree versus certificate students.

Tracie and Wayne noted that sometimes students trying to register have to wait a long time while directors are waiting for someone in counseling or the registrar's office to override or correct a TSI prerequisite problem. Tracie noted that some students had a problem because they were put into an AAS program when they should have been put into a certificate program. Chuck Abshier (on the phone from the Fort Bend center) noted that often students check the wrong box (AAS or Certificate) on their application.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: John will check into the issue of TSTC employees receiving scholarships to take VCT (Virtual College of Texas) courses.

ACTION: Cluster directors will ensure that part-time faculty have received the information about the group benefits eligibility.

ACTION: Directors will ensure that all supervisors in their areas who have made hires in the last year will have documentation assembled regarding the hires in preparation for the audit by the TWC Civil Rights Division.

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