

Instructional Directors' Meeting  
September 14, 2005  
Minutes

Attending were Terry Conroy, Bob Gordon, Greta Bane Hecker, Ronda Palmer, David Day, Richard Wheat, Sandy Kleypas (for Wayne Blinka), Yvonne Williams, Lynn Parks, and John Spradling.

The agendas were distributed.

Dana Baer, Greg Guercio, Fred Nelson, and Flo Darwin visited to discuss ordering books from the bookstore.

[Agenda item 1] Dana Baer introduced Greg Guercio, who is now at the Bookstore. They distributed copies of a PowerPoint presentation regarding how to put in book orders. Greg reviewed the process. Bookstore orders for the spring can be placed from October 3-October 17. If a department realizes they need more books than were initially ordered, the bookstore should be notified as soon as possible; a "Late Textbook Form" is available for placing late orders. Departments will be responsible for the shipping if they grossly over-order (by more than 15%) and books have to be returned or under-order and books have to be air freighted in.

The Bookstore will survey department chairs regarding whether to keep or send back books still in stock well into the term.

Flo also asked that departments continue to give her up-to-date paper copies of the "supplies and materials list" for every course in the upcoming term (due at the same time as the on-line book ordering).

Sandy asked if bookstore ordering area is still done from the IER&P area, which is counter-intuitive. She suggested the ordering area be located with the bookstore website. Terry noted that the bookstore ordering link is available from John Spradling's VP area. Flo also noted that DL sections sometimes require different texts or software; DL sections need need to be noted. Discussion ensued.

Flo also noted that the Bookstore will stay open for night classes by request.

**ACTION:** Cluster directors will retrieve a complete list of personnel in their clusters who do bookstore ordering and who will need to receive training in bookstore ordering processes. These lists will be forwarded to Terry.

[Agenda item 2] John distributed copies of COP's that have been revised. 7.10 clarifies that when a student fails a course (a grade of "D" or "F" in a major course, or a grade of "F" in a support course), credit may not be obtained by examination for credit or by transfer of credit of a course previously completed elsewhere. A student must re-take the failed course here, or an equivalent course may be taken elsewhere and transferred in.

Also, 7.30 now has deleted the provision that part-time faculty will receive pay for an office hour.

[Agenda item 3] John noted that it is time to append the Actual Outcomes to the 03-05 IE Unit Action Plans. The directors' comments must be appended by October 15.

ACTION: Directors should ensure that all the IE Unit Action Plans for their clusters have 03-05 Actual Outcomes appended and the directors' comments appended by October 15.

[Agenda item 4] John noted that rosters or counts should be run to get the correct enrollment number to insert into their faculty schedules.

ACTION: Directors will remind their chairs to use Schedule H faculty schedule forms and to append up-to-date enrollment figures. Signed faculty schedules are due back in to John Spradling's office by September 23.

[Agenda item 5] Miscellaneous

John noted that shirt orders should be placed with HR by September 19 [HR has now revised to September 21]. Add anyone who is missing.

ACTION: Directors will distribute shirt order forms to their department chairs and remind them that the completed order forms need to be returned to HR by September 21.

Richard Wheet noted that if a person is working on a professional development activity, their computer, etc. can be used within allowed release time to pursue that activity.

Greta asked when her departments should input new 8-week classes to begin later in the fall term. John said they could do that input now; Brenda Montemayor should be contacted regarding to set these sections up. John noted that we don't want to put current students into a position where they are overloaded with class/lab hours.

Sandy noted a concern that Phi Theta Kappa invitation letters had gone to the departments without the students' schedules being appended, which will make contacting the students a real chore. Also, post-paid envelopes were used. Richard said that student addresses should be updated whenever they register. Terry said they would insert address validation into the WebAdvisor registration process.

John noted that change notifications, personnel actions, etc. need to be filed with Ronda Palmer by the first of the month so that they can be reviewed and keyed in prior to payroll running.

John noted that Greta Bane Hecker was moving to HR to oversee professional development activities and other instructional support (training) activities. Greta said that we needed to restart BITC (basic instructor training course). New instructors will go to BITC two hours per week, Thursdays from 3:00-5:00 beginning next spring.

ACTION: Directors will remind their department chairs that all new hires (starting in SP 05 or later) need to be schedules for BITC from 3:00-5:00 on Thursdays next spring.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

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