

Instructional Directors' Meeting
Minutes
September 21, 2004

Attending were Bob Gordon, Ronda Palmer, Wayne Blinka, Greta Hecker, David Day, Yvonne Williams, and Lynn Parks. Chuck Abshier and John Spradling joined the meeting via conference call.

The agendas and various handouts were distributed.

Ronda asked John to make sure that Yvonne Williams was on all the proper distribution lists.

[Agenda item 1] Joyce Spivey visited to discuss the issue of providing transportation for outings for the ExxonMobil students. She asked how best to book all the instructional vans at the same time. John said she would have to work through the cluster secretaries. Joyce also noted that some of the vans seem to lack proper servicing, and she noticed that a blue TSTC minivan needs licensing and inspection. John reviewed for Joyce which departments and which clusters schedule which vehicles. If ExxonMobil needs vans and they are being used by instruction, then Joyce should rent transportation from Bird-Kultgen Ford.

ACTION: John will talk to Physical Plant about getting the proper tags and inspection for the blue minivan.

[Agenda item 15] John noted that it was crucial that we follow the guidelines and deadlines for No Show reporting. John wanted to know why 74 no shows were noted on the 12th class day—most of the No Show cleanup should have been completed much earlier. John suspected that no shows were not accurately reported on the 6th day. Lynn noted that he had one student who added after the fifth day but never showed up. Greta asked if the no shows were primarily coming from one or two classes. John looked at his no show list and thought many of the problems were coming from DMTH courses.

ACTION: Yvonne Williams will look at the issue of no show reporting for DMTH and DORI classes; she will discuss the issue with John later in the week (perhaps Thursday). John noted that we need to educate our faculty better about the importance of doing the no show reporting in a timely and accurate fashion.

[Agenda item 2] John noted that we were having some problems in the Red River apartments with students setting up routers for Time-Warner Cable wireless signals that are overriding the TSTC network signal. The decision was made to refund Red River residents their \$15/month internet access fee.

[Agenda item 3] Wayne referred to a memo from Greta Hecker urging that students be reminded that no food or drink be allowed in the JBC auditorium.

ACTION: All appropriate departmental personnel will be reminded that food and drink are not allowed in the JBC auditorium.

[Agenda item 4] John noted that most departments would not be allowed to purchase computer components to make upgrades. In most cases, a new computer must be purchased that adheres to the campus standards. There would be exceptions made for certain computer departments that do their own maintenance. Any upgrades must be done to the whole laboratory of computers, John said. NTS wants more simplicity in the maintenance of a particular roomful of computers, so all computers in a lab should be configured the same way. NTS will not support upgrade components purchased for certain computers, Ronda noted.

[Agenda item 5] Wayne noted that for now, the employee scholarship program will not apply to VCT classes.

[Agenda item 6] Wayne referred everyone to the small class report handout. Yvonne said she had a question about the small class report. There seemed to be a discrepancy between the report and her rosters. John noted that our target has been 8% or less for small classes. We hit about 6.5% campus-wide this term, meaning we exceeded the goal.

[Agenda item 7] Wayne referred to copies of contact hour report handout. He noted that we are slightly behind Harlingen in headcount, but significantly ahead of Harlingen in contact hour generation. [See agenda item 16, below.]

[Agenda item 8] Wayne referred to copies of the missing equipment report. If something is missing, you have to do a police report, Greta noted. Wayne wasn't sure about that. Ronda said the police should investigate missing property.

ACTION: Wayne will talk to John about the status of his missing equipment.

[Agenda item 9] Wayne referred everyone to the notice regarding SMARTHINKING and the English Department's Writing Center, now located in ASC.

[Agenda item 10] Wayne referred everyone to the copy of the email from Sandy Pulliam regarding the need to work through her if someone needs to take a trip using Perkins money that was not proposed in the original Perkins budget for this year.

[Agenda item 11] Wayne said that a planning committee for airport development had been formed.

ACTION: David Day will check with John about the need for an APT representative on the airport development committee.

[Agenda item 12] Wayne referred everyone to Baylor's invitation for "Heart of Texas Community Night," coming Friday, October 1 at the Ferrell Center. There will be free food, kids' activities, and a showing of "Shrek 2." Discussion of the quality of "Shrek 2" ensued.

[Agenda item 13] Wayne asked Lynn if DA puts on courses for dental assisting certification renewal, and if those classes were set up to generate CE credit. Lynn said he would talk to Donna Estes about the matter.

ACTION: Lynn will check on the possibility that DA could provide CE courses for dental assisting certification renewal.

[Agenda item 14] Wayne asked that suggestions for improving customer service, including the issue of extended registration hours, be brought to the meeting next week.

ACTION: Suggestions for improving student customer service, and about the issue of extended registration hours, should be forwarded to the appropriate cluster director for discussion at the September 28 instructional directors' meeting.

[Agenda item 16] John noted that we are six students behind Harlingen (4497 for Harlingen; 4491 for Waco), but we are way ahead in contact hours (1.1 million contact hours for Harlingen versus 1.61 million contact hours for Waco).

Ronda noted that when the date stamp is put on requisitions, you have to use F9 to get out of date stamp function in the printed comments section. (However, F9 will not work to get out of REQM and get back to the main menu.)

Ronda also noted that HEAF and CUF are John's accounts, and requisitions should NOT be stamped "Yes" by department secretaries to forward those requisitions to purchasing. Greta asked that Ronda notify the cluster directors if HEAF or CUF requisitions were rejected for any reason.

Ronda also noted that when a program chair wants to make a hire, they should print off the applicant profile for the candidate selected and forward that to the cluster director. The cluster director will fill out the employment notification. John Spradling will want to see the credentials of the applicant when he signs off on the employment notification, Ronda noted.

Lynn noted that A. J. Moore High School wants to send sixteen juniors out to TSTC next summer for their Academy of Engineering Technology external learning experience. The experience should last about four weeks. Lynn is hoping we can set it up so that the students will get CE or matriculated course credit for their experience. We also need to make sure we've examined their curriculum closely and can tell the students exactly what credits they can transfer in or get credit for at TSTC if they enroll here after graduating from AJM's Academy of Engineering Technology.

Bob noted that we need to make improvements in how we run the articulation workshops to ensure that every program which needs to be there is represented. Wayne said it would help to know in advance which programs need to be there, and when.

David noted that FSC will be serving lunch again on Wednesdays and Fridays starting tomorrow.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: John will talk to Physical Plant about getting the proper tags and inspection for the blue minivan.

ACTION: Yvonne Williams will look at the issue of no show reporting for DMTH and DORI classes; she will discuss the issue with John later in the week (perhaps Thursday). John noted that we need to educate our faculty better about the importance of doing the no show reporting in a timely and accurate fashion.

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