

Instructional Directors' Meeting Minutes
September 23, 2003

Attending were Terry Conroy, Greta Hecker, Wayne Blinka, Lance Zimmerman, Ed Price, Lynn Moore, David Day, Dennis Meyers, Jerry Hutyra, Lynn Parks, Edd Clark, and John Spradling.

The agendas were distributed.

[Agenda item 1] John distributed copies of information about the upcoming STARLINK teleconferences for this school year. He made special note of the September 24 teleconference on "Professional Development and Teaching Resources at Your Fingertips" (1:30-3:00) and the September 25 "Legislative Update" teleconference with Glenda Barron and Rey Garcia (1:30-3:00). STARLINK conferences can be viewed in the IDEAS Center.

[Agenda item 2] John distributed copies of information regarding the Minnie Stevens Piper Foundation teaching awards. John said he would let the faculty senate set up nominee selection.

ACTION: John will consult the faculty senate regarding establishing our nominee for the Piper Foundation teaching award.

[Agenda item 3] John distributed copies of a query from Glenda Barron of the Coordinating Board regarding completeness of the Coordinating Board's locator map for Texas colleges.

ACTION: Jerry will ensure that we are properly listed on the Coordinating Board's locator map for Texas colleges.

[Agenda item 4] John distributed copies of a campus-wide email regarding the need to move to the campus-standard email address. John noted that older addresses will continue to be forwarded. But all TSTC business cards printed at our print shop will have emails listed with the new standard format (firstname.lastname@tstc.edu).

[Agenda item 5] John distributed copies of the 12th class day registration numbers. Waco is up but Harlingen is down, John noted. The tally does not include students who will be backed out as no shows (who received financial aid but did not participate in any class from the first through the twelfth class days).

[Agenda item 6] John noted that due to renovations at the ITC building, new parking pads will be constructed in that area. The parking problem is exacerbated if instructors let their classes out late, John said.

[Agenda item 7] John noted that for some reason during a Colleague conversion, we dropped any honor notations on transcripts. We are looking at why that happened and will correct the problem.

[Agenda item 9] John announced that Greta Hecker will our campus liaison to the Systems office of Human and Organization Development (formerly known as Human Resources—"The People Place"). Each campus will have such a representative to facilitate development activities.

[Agenda item 10] John noted that we need to do a better job about getting lights out in our buildings when no one is home, especially in the Connally building.

ACTION: Department chairs will be encouraged to implement better energy-saving strategies.

[Agenda item 11] John issued a final call for signed faculty schedules. Cluster directors affirmed that they are in.

[Agenda item 12] John asked if anyone had a faculty member who could provide some assistance in the Colleague office. There was no response at this point. Sharon Gatlin will be out on maternity leave soon for several weeks, John noted, so Brenda Montemayor could use some help.

ACTION: Directors will canvass for someone who could provide assistance to Brenda Montemayor in the Colleague office.

John noted that if he has approved a requisition off a local account, he will send an email verification. (In some cases, requisitions may need to be resubmitted.) John is looking for a good candidate to replace Pat Gerik, he reported.

[Agenda item 8] Executive Cabinet Update

- There is a proposal to increase tuition \$10/hour starting in the spring term, with the promise that there would not be another tuition increase for the rest of the biennium. There is the expectation that other two-year colleges will initiate commensurate increases in the FA 04 term, although MCC's tuition will continue to be lower than ours. The new tuition will be \$63/hour if the Board of Regents approves the hike.
- The TSTC colleges' chief financial officers will hold a videoconference soon to assess possibilities of financial savings in auto insurance and other areas.
- A question was raised considering articulation agreements from the Fredericksburg high school; the concern was that students coming from that school were not aware of existing articulation agreements. Ed said he had taken care of the students from Fredericksburg.

- An audit of the golf course has been scheduled.
- John noted that President Stuckly, Darline Morris, Charles Reed, and John will go to the SACS meeting in Nashville in early December.

[Agenda item 13] Miscellaneous

Ed suggested that TSTC rethink the policy of waiving tuition and fees for dual credit courses; in such cases there's no investment by the students, and they tend to underperform. Sweetwater had pushed for waiving the tuition and fees, and we don't have to go along, Ed said. John said we would monitor the situation this school year and then reassess.

Dennis noted that we're gearing up to do safety training primarily in the Clear Lake area with NASA instructors.

Wayne asked about to bring to the registration and recruiting meeting. John said to bring a summary of registration problems. We certainly need to do a better job explaining to students the ins and outs of prerequisites and corequisites, John noted.

Wayne noted that Rufus Lamere is interested in purchasing a 3-dimensional "printer" (actually a model-builder) for use in MET.

ACTION: If any department could use a 3-d printer (model maker) and wants to chip in to acquire one, let Wayne know.

Edd noted that Jerry Atlas recently attended the Central Texas AGC conference, and we are looking at hosting the meeting in the future.

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

SUMMARY OF ACTION ITEMS

ACTION: John will consult the faculty senate regarding establishing our nominee for the Piper Foundation teaching award.

ACTION: Jerry will ensure that we are properly listed on the Coordinating Board's locator map for Texas colleges.

ACTION: Department chairs will be encouraged to implement better energy-saving strategies.

ACTION: Directors will canvass for someone who could provide part-time assistance to Brenda Montemayor in the Colleague office.

ACTION: If any department could use a 3-d printer (model maker) and wants to chip in to acquire one, let Wayne know.