

Instructional Directors' Meeting  
Minutes  
September 28, 2004

Attending were Bob Gordon, Ronda Palmer, Wayne Blinka, Greta Hecker, Tracie Huettel (for David Day), Yvonne Williams, Lynn Parks, and John Spradling. Chuck Abshier joined the meeting via phone.

The agendas were distributed.

John distributed results of the summer student surveys to the appropriate directors.

[Agenda item 2] John noted that the proposed location for the RV program structure (a drive through garage) will be just east of the diesel building. Student traffic on that block will consequently be increased; therefore diesel will need to clear equipment off the adjacent parking lot.

**ACTION:** Tracie will let diesel know that they need to clear space off the adjacent parking lot to accommodate more student traffic.

[Agenda item 3] John noted that FY 06 tuition and fees will be set at the Board of Regents meeting in January. We need to be prepared with a proposal regarding tuition and fees, including flight fees. Fees for particular courses are set by each college to recover costs, John noted. He hoped that we could avoid another tuition increase.

**ACTION:** The APT administrators need to prepare a proposal regarding flight fees for FY 06.

[Agenda item 4] John noted that we have 13 people who are currently registered in a course for which they have already received a B or better. According to our operating standards, students are ineligible to take a class over if they have already made a B or better in it. So, these students will be backed out of these classes, John said.

John reminded everyone that if a student repeats a course, the last grade made is the one that counts, and students should be reminded of this. (Sometimes, students' grades go down when they repeat, John noted.)

John noted that these students should have been advised that they were not eligible to retake these classes. The right thing to do, John said, would be to reimburse these students for their tuition for these classes.

**ACTION:** The appropriate department chairs should notify these students that they will be backed out of the classes because they already made a B or better in them. John will discuss the issue at the department chair meeting on September 29. Students should be reminded that if they repeat a course, the grade they make the second time is the one that counts.

[Agenda item 5] John noted that information about all scholarships (term of the scholarship; criteria for qualifications, etc.) should be routed to the financial aid office.

ACTION: Department chairs should give to give financial aid information about their scholarships (the term of the scholarship; criteria for qualifications, etc.).

[Agenda item 6] John noted that there are three ways we can get rid of state property. We can transfer it to the department of corrections; we can transfer it to another state entity; or we can sell it at a surplus property auction. We cannot just give it away or throw it away. We do not need to save shipping materials such as pallets; that means those materials become state property, and we will have to follow the proper procedures for disposing of it. Use common sense on such matters, John said.

ACTION: Department chairs will be informed that they are to use good judgment before retaining stray items that may be useful some time in the future. Those items become state property and may be hard to dispose of.

[Agenda item 8] John reminded everyone that it is past time to permanently affix parking stickers to vehicles. You will get a citation if you just tape your parking sticker to the window, John noted.

[Agenda item 9] John noted that he needs two faculty nominees for the Human Subject in Research Council. The desired qualifications are previous experience in research with human subjects. Representatives from each campus, along with Larry Grulick and/or Barbara Selke-Kern, will comprise the council, which will meet whenever testing on a human subject is proposed.

ACTION: Directors will canvass their faculty regarding anyone who would be willing to be nominated for participation in the Human Subject in Research Council. Names of nominees should be forwarded to John. Previous experience in research with human subjects is preferred.

[Agenda item 10] John reminded everyone that the Recruitment and Retention meeting will be held this Thursday morning (September 30) at 9:00 in the Texas Room of the Student Services Center.

[Agenda item 11] John noted that we need to complete the process of assigning articulation agreements; there are some high schools who have requested articulation agreements, but we haven't drawn up the agreements yet.

ACTION: John will make a copy of the information regarding high schools that are seeking additional articulation agreements. This information should be disseminated to the appropriate department chairs, and the agreements finalized.

[Agenda item 12] Miscellaneous

DA, APT, AER will be affected when the flight line is shut down on Wednesday, September 29 from 11:30 to 1:00 for a President's visit.

John noted that we are continuing to get extremely short notice on out of state travel. The president must be given at least 48 hours' notice to review out of state travel requests.

**ACTION:** All personnel will be notified that they must give the president at least 48 hours' notice if they are filing for out of state travel requests.

[Agenda items 1 and 7] Wayne noted that he had attended a meeting in which new signage was discussed. Directional signs will be located near the streets and point to the correct building. Building name signs will be affixed to the building; there will also be signs for the departments in each building. All the signs will have a uniform design. Discussion ensued. Lynn recommended that the proposed signs denoting the "Aerospace Center" be redone to say "Academics Center."

Greta suggested that if we create a visitor center in the JBC building, we should designate some visitor's parking in front of the building. The center should have a nice kiosk with maps, Bob said. Bob also noted that some of our current signage lists street addresses, which is a nice feature. John said we might use Groupwise, Contactwise, or Meeting Manager as a widely-accessible tool for directing people to the proper time and place for meetings. John will have more information later about which software we'll use and who will have access to input meetings on it.

Chuck noted that he will attend the library committee meeting on Friday afternoon (October 1).

John noted that the deadline for submitting signed faculty schedules was last Friday.

**ACTION:** John will send the latest copies of the faculty schedule form (version G.3) to the directors. Directors will round up stray faculty schedules that have not yet been submitted.

Yvonne noted that she was having a problem with CAT students whose schedules do not allow them to eat lunch; it is difficult for them to sit through a class that runs 5:00-6:25 p.m. if they haven't eaten all day.

Yvonne also said she would like for us to revisit the advising issue. John suggested Yvonne raise the issue at the recruitment and retention meeting.

Lynn noted that he has set up a meeting with the directors and Angela Reiher and Ron Tipton from A. J. Moore to discuss the engineering internship opportunity for AJM's Academy of Engineering juniors. The internship would take place next summer.

Ronda noted that she is still finishing up the process of making HEAF/CUF purchases. (HEAF/CUF purchases should NOT be marked Yes on the requisition—that is for Ronda to take care of.)

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

#### SUMMARY OF ACTION ITEMS

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