

Instructional Directors' Meeting Minutes
September 30, 2003

Attending were Sandy Kleypas (for Wayne Blinka), Lance Zimmerman, Ed Price, Jerry Hutyra, Lynn Moore, Tracey (for David Day), Terry Conroy, John Spradling, and Greta Hecker. Edd Clark arrived late.

The agenda was distributed.

Robert Gamboa, Director of Development, visited the meeting to explain that his office is seeking funding and donations. He noted that Lowe's has a corporate relationship with colleges like TSTC to fund projects and scholarships. DCCCD has taken advantage of forging a relationship with Lowe's, and Robert is putting out feelers to establish a relationship between Lowe's and TSTC. Lowe's offers scholarships to its employees attending TSTC and employees taking technical classes at MCC. Robert is trying to establish ties with other corporations as well.

Robert also distributed copies of a listing of social service providers that students might access in their stay at TSTC. The state employee charitable campaign supports all these providers, Robert noted. Also, the TSTC Regents' Circle is TSTC's private foundation, Robert said, with a separate account for Waco. Money from this account can be accessed for worthwhile campus projects. The Regents Circle will be available as a giving option in the next state employee charitable campaign booklet, he noted.

Robert then asked that the development office be notified when advisory committees meet so that a solicitation can be made.

Robert then distributed notecards and asked directors to list on them their cluster's top two priority needs. After listing the needs, the cards can be returned to Robert, who will begin to seek funding for those needs.

Robert also noted that on Wednesday, Oct. 29, a fundraising luncheon for women's scholarships will be held.

ACTION: Cluster directors will submit their top priority needs to the development office. They will also ensure that their department chairs contact Beverly Clark in the development office when advisory committee meetings are coming up.

Mike Huneke then visited the meeting and explained that he is an assistant scoutmaster with the Boy Scouts. He explained that Baylor hosts a merit badge college for the Scouts each fall. Mike suggested that TSTC host its own merit badge college, since we are well suited to facilitate many merit badge projects (in electricity, plumbing, automotive, etc.). Since Baylor hosts a merit badge college in the fall, we could do the same in the spring. It would be a great recruiting tool for boys who are 11-18. The Boy Scouts would advertise the merit badge college in the Longhorn Council, which stretches from Dallas to Temple. Mike would like to see us provide two 3-hour sessions during which a scout

could complete all the objectives to earn the badge. It would necessarily be tied to areas we currently teach, Mike said.

John noted that if we boosted the training to seven hours, we could get continuing education contact hour reimbursement for it. Mike said that sounded like a good idea.

Terry thought it might be worth it to try to schedule the merit badge college over a Friday evening and Saturday to give more time for exposure to the college. Ed suggested that we turn it into a Friday through Sunday Jamboree; troops could set their tents up over by FSC. Greta said that if you offer the college year after year, more and more troops will plan to come.

Terry suggested that TSTC offer a merit badge college for the Girl Scouts in the fall and for the Boy Scouts in the spring to complement BU's fall merit badge college.

Greta asked what we need to do next on the idea of the merit badge college. John said we need to ensure that we're generating revenues by offering the training for CE credit (at least seven hours). Mike thought that we could set up a 7+ hour CE course and the scouts could get two related merit badges (for example, on first aid and for emergency preparedness).

ACTION: Greta will work with Mike Huneke to see if we can offer the merit badge training for CE credit and whom we should contact to set up a similar effort with the Girl Scouts.

Terry also suggested that a campus-wide email be sent out to canvass for help from employees who are already involved with Boy Scouts and Girl Scouts.

ACTION: Mike Huneke will draft a campus-wide email regarding the merit badge college proposal and submit it to John.

[Agenda item 1] John noted that Barbara Selke-Kern is beginning to make plans for holding Camp TSTC 2004 in Waco. One concern is housing; Systems will try to negotiate hotel space. The Connally building may be used for both the large group meetings and break-out meetings. Ed thought the FSC building might work. Sandy thought the Student Services Center old cafeteria area would work for the large group meetings, although breakout sessions would have to be elsewhere on campus. The camp is usually held in mid-August, John noted, and the Systems contact person for the camp is Eliska Beaty.

[Agenda item 2] John noted that we need to develop more CE offerings and get them plugged in to start primarily in March or after (when we're back in the base year).

Elton Stuckly arrived and said that his executive team will discuss out of state travel on Monday. We do need to limit out of state travel, he noted. John said that Perkins money

allocated for travel can be used for out of state travel, but E&G money will need to be used with extreme discretion.

Elton also asked when the CIP committee would next meet. John said the next meeting would be some time in October.

Elton congratulated Jerry for successfully defending his dissertation.

[Agenda item 3] John noted that he would like to run a good Discovery College in the summer to expose more students to TSTC. Lynn M. noted that Waco ISD runs a similar discovery college and we might try coordinating with them.

ACTION: John will check with Waco ISD about their plans for a discovery college.

John distributed copies of recruiting CD-ROMs that have the TSTC catalog, application, etc. on them.

[Agenda item 4] John said that NTS is trying to generate a list of contact persons in different areas (automotive, counseling, etc.) for email enquiries (this effort is termed “functional email addressing”). NTS will be contacting different areas of campus to determine who should be listed as the email contact person for that area.

Sandy noted that she has a couple of computer labs that would work fine as local networks only (they don’t need Internet access) so that they could continue to print, etc. even if the campus network is down.

ACTION: John said he would check on network reliability issues and the possibility of setting up some networks as LAN’s (local area networks).

[Agenda item 5] John noted that if any dollars flow through that came from federal agencies, then all reporting requirements must be strictly followed. The external funding/grants office can help with determining what the requirements are and how to document that we’re following them. Faculty should NOT sign off on contracts.

ACTION: The President must sign off on any contracts or grants.

[Agenda item 6] John noted that biweekly ALP forms (for student workers) should be available very soon on the HR website—hard copies will no longer be printed and distributed. The department should work up the form and have the student sign it.

[Agenda item 7] John said that we are overbooked on the Tuesday, October 29 session for the upcoming supervisor training. He asked that all directors who signed up for Tuesday move to another session.

[Agenda item 8] John noted that Dean's List and Honor Roll designations will be on transcripts, but Phi Theta Kappa will not be listed, since students who qualify may choose not to join PTK.

[Agenda item 9] John distributed copies of information regarding the Johnnie Ruth Clark Awards.

ACTION: Directors will distribute regarding the Johnnie Ruth Clark Awards to their department chairs.

[Agenda item 10] John noted that any facilities renovation projects must be approved by the facilities committee; proposals for renovations must go through John.

[Agenda item 11] John noted that it was time to work on IE Unit Action Plans. The final outcomes for the 01-03 plans are due today. Then an oral presentation of the final outcomes must be made before a member of the IE committee. These presentations should be made in October. The 03-05 IE Unit Action Plans are due at the end of October.

[Agenda item 12] John reminded everyone that if you don't log out of the system in the evening, your data can't be backed up. John also suggested that people keep backups on their local hard drive. Also, water and electricity should be conserved as much as possible.

[Agenda item 13] Ed noted that he has been charged to ensure that each department knows what articulation agreement it has. Those articulation agreements are already available in the departmental SACS notebooks, he noted, but he is working on a separate listing for each department and for each cluster. Also, all articulation agreements will be listed on the web (by high school) within a few weeks.

[Agenda item 14] John told Lynn M. that she could expect to go with certain other TSTC Waco personnel on an upcoming trip to Harlingen; Sharon Lucas would contact her with more information.

[Agenda item 15] John reminded the cluster directors to perform comprehensive program reviews; any departments not meeting enrollment/placement/graduate requirements need to initiate an improvement plan. Programs that continue to underperform according to the standards must be closed according to campus policies. The comprehensive program review forms are available online and in the Department Assessment and Improvement Handbooks. The new 90% placement standard will begin in FY 05 (Fall 04).

[Agenda item 16] John distributed copies of the agenda for the Oct. 1-2 meeting of the Vice Presidents/Deans of Student Learning and Student Development. A key item will be the school calendar. If a calendar is approved with an abbreviated summer term (such

as 12 weeks), students will likely have to take an additional term to complete their degree, John noted.

Ed pointed out that new Perkins rules might force us to reduce our remediation offerings. He will get more details at the upcoming TACTE meeting.

Terry said it would be unfortunate if Systems mandated a particular platform for our DL courses, especially since they haven't already made up their mind in the last few years; we need to have flexibility. Also, Systems is likely to pawn off maintenance expenses on the colleges. She thought that colleges should have the option not to participate in the Systems-sanctioned platform.

The Vice Presidents will also discuss faculty loading determinations, John noted. He still thinks that the Marshall system of calculating loading based on points still seems cumbersome (you have to convert hours worked to points, and then in some cases points back to hours).

John also noted that the TSTC Waco Faculty Senate has forwarded a proposal for releasing faculty only with cause, a tenure-type arrangement. John said he would carry that proposal forward to the Vice Presidents meeting for discussion.

[Agenda item 17] John distributed copies of COP 7.30 as currently approved (dated 3-10-03). He noted that there are now only two increments for large lecture stipends.

ACTION: Lynn P. will check with the President's office to see if the latest version of COP 7.30 has been distributed for all COP notebooks.

[Agenda item 18] John asked the directors for their reactions about reducing the hourly rate for overload and adjunct pay from \$28/hour to \$25/hour. Greta said that overload is already limited to four hours, when some instructors have to pick up a six-hour class (but are paid only for four hours)—therefore the decrease in pay would be an additional hardship. Lynn P. thought that we were already just below MCC's rate, and the cut to \$25/hour would make us even less competitive.

ACTION: John will check with Jack Schneider at MCC about how competitive our adjunct pay would be with the new rate. John will also see what impact it would have if we lifted the four-hour overload cap.

[Agenda item 19] Miscellaneous

John distributed copies of the latest revision of the Instructional Division Emergency Telephone Tree.

ACTION: Any changes to the Instructional Division Emergency Telephone Tree should be forwarded to Sharon Lucas.

John congratulated Jerry on successfully completing his dissertation.

Major support requests should be completed and forwarded to Jerry's office this week, Jerry noted.

ACTION: Department chairs should ensure that all support course requests are in by Thursday, October 2.

Ed noted that there is a new employee in the Tech Prep office who needs to go through new employee orientation.

Sandy asked why Stafford loans are not disbursed until the sixth week of the term for new students. John said that was because the checks cannot be disbursed until 30 days past the start of the term, according to a requirement of the lender (not TSTC). However, students on aid should be able to charge against that aid in the bookstore.

ACTION: John will ask if new students awaiting Stafford loans can charge against the loan at the bookstore.

Greta asked about office coverage on professional development day. John said that the campus was closed so that everyone can participate in development activities.

Edd voiced a concern that if we market our continuing education courses for a ridiculously low amount, we actually undercut our industrial training pricing.

Edd also noted that we were setting up for a training course for Rockwall Automation on our campus as part of a training commitment Systems had initiated.

Edd also noted that a new cohort of 18 Nigerians are arriving in October; new groups will also arrive in January and May as part of the Exxon-Mobil training effort. He outlined the growth of this training effort.

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

SUMMARY OF ACTION ITEMS

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