

Instructional Directors' Meeting
September 5, 2006
Minutes

Attending were Bob Gordon, Selby Holder, Richard Wheet, Ron Sanders, Jeff Looper (for David Day), Terry Conroy, Mike Denn, and Lynn Parks.

The agendas were distributed.

Ron noted that the president would be announcing some changes to the administrative structure tomorrow (Wednesday).

[Agenda item 1] Ron reminded everyone that email is subject to open records requests, so we do have to be careful what we put in email.

ACTION: Directors should remind their personnel that email is subject to open records requests.

[Agenda item 2] Ron distributed copies of a proposed revision to COP 2.47 "Drug and Alcohol Testing." In the revised COP, if there is any accident on campus, any employee would be subject to drug testing. (Previously, drug testing after accidents was limited to physical plant employees.) Richard thought it would be inefficient and unfair to order a drug test for an employee (and, in some cases, his or her supervisor, or a teacher who is supervising a student) any time there is an accident, a near accident, or a suspicion of drug use. Discussion ensued.

ACTION: Copies of the proposed revision to COP 2.47 should be disseminated; feedback should go to Richard Wheet.

[Agenda item 3] Ron distributed copies of a list of ideas regarding marketing generated at the last department chair meeting. Ron said the list got a good reception at the Executive Team meeting on September 5. We need to work on getting better publicity for cool things going on in the instructional division, Ron noted.

[Agenda item 4] Ron noted that the problem with excessive paperwork to use the Physical Plant gas pump is now being discussed by the administration.

[Agenda item 5] Ron distributed copies of the list of short courses that will be offered this fall, with some related information. Courses offered through next February will still count toward the base year, Ron noted.

[Agenda item 6] Ron distributed copies of a letter from the American Council on Education, which is making available a video from the Recording Industry Association of America on the potential consequences of making illegal recordings.

ACTION: The letter from the American Council on Education regarding the available video on the potential consequences of making illegal recordings will be disseminated to interested personnel.

[Agenda item 7] Ron distributed copies of a letter from the College for All Texans Foundation expressing appreciation for TSTC's support of the Mobile Go Center project. TSTC installed the technical equipment and made the modifications necessary for the Mobile Go Center trailers to function effectively.

[Agenda item 8] Ron distributed copies of a free pass and information regarding the NanoTX '06 conference coming September 27-28 to the Dallas Convention Center.

ACTION: The information regarding the NanoTX '06 conference coming September 27-28 to the Dallas Convention Center will be disseminated to interested personnel.

[Agenda item 9] Ron distributed copies of a letter from the Heart of Texas Workforce Commission supporting TSTC's new program in Gaming and Simulation Design.

[Agenda item 10] Ron distributed copies of a letter from the Central Texas Chapter of the Associated General Contractors of America supporting the move of the building construction sciences program from MCC back to TSTC. The AGC also recommends that TSTC use the National Center for Construction Education and Research standards to assist in redeveloping the program. Ron assumed that the faculty working with the advisory committee will make the final call on curriculum issues.

[Agenda item 11] Ron distributed copies of an invitation to attend the Cen-Tex African American Chamber of Commerce Scholarship Banquet on September 30 at the Waco Convention Center's Texas Room. Tickets for the event are \$25 per person.

ACTION: The information regarding the Cen-Tex African American Chamber of Commerce Scholarship Banquet, to be held on September 30 at the Waco Convention Center's Texas Room, will be disseminated to all interested personnel.

[Agenda item 12] Ron distributed copies of an email from Heather Johnson, Director of Scholarship Programs for Phi Theta Kappa, regarding nominations for the All-USA Academic Team. Application materials for the recognition and scholarship program will be coming out soon, according to the email.

[Agenda item 13] Ron noted that the JBC architects have made a settlement offer regarding the JBC building.

[Agenda item 14] Ron noted that next spring's Merit Badge College will be held April 20-22.

[Agenda item 15] Miscellaneous

Richard noted that there had been concern expressed about how late the validation rosters typically come out. Also, he noted that when a retiree leaves, their email account is apparently deleted immediately. Richard thought it would be better to keep the account active long enough for the retiree to transfer the account. Or, perhaps we could forward messages coming in for a retired employee to someone who can answer the email.

Terry distributed copies of the schedule of activities associated with the WebCT Vista learning management system. By FA 07, we should have only one LMS on campus, the WebCT Vista system. The username and password for WebCT should be the same as for WebAdvisor, she noted. By the FA 07 term, all courses—every section—should have a web presence on WebCT, including syllabus and contact information. This applies to face to face classes, hybrid classes, and full DL classes. The IDEAS Center will begin Vista orientation sessions for all employees starting September 18. (A department could also schedule a time to have everyone in the department do the orientation, Terry noted.) Terry also said that she will be starting another section of the Online Academy (to teach faculty how to develop a DL course) on September 25. The Academy will be online. Current technical problems with WebCT are being addressed by System programmers, Terry said.

ACTION: Faculty members should contact Terry Conroy if they want to sign up for the next Online Academy, which will begin September 25. Personnel should also plan to attend one of the Vista orientation sessions which will begin September 18.

Ron mentioned that AUB and Electronics Core are beginning to utilize the lectures they have recorded on the Tegrity system.

Ron also noted that Ronda Palmer is out ill.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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ACTION: Copies of the proposed revision to COP 2.47 should be disseminated; feedback should go to Richard Wheat.

ACTION: The letter from the American Council on Education regarding the available video on the potential consequences of making illegal recordings will be disseminated to interested personnel.

ACTION: The information regarding the NanoTX '06 conference coming September 27-28 to the Dallas Convention Center will be disseminated to interested personnel.

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