

Instructional Directors' Meeting  
Minutes  
September 7, 2004

Attending were John Spradling, Ronda Palmer, Wayne Blinka, Greta Hecker, David Day, Chuck Abshier, Lynn Parks, Bob Gordon, and Yvonne Williams.

[Agenda item 1] John distributed copies of information about the statewide articulation summit to be held here on September 14-16. John reviewed which programs would be covered when.

**ACTION:** The appropriate department chairs will need to attend the statewide articulation summit September 14-16 on the days their programs will be discussed.

[Agenda item 2] Ronda noted that she had received only four capital equipment orders.

**ACTION:** Chairs will be reminded that they need to have their capital equipment requests in by September 15.

[Agenda item 3] John noted that, for this fall, overload and adjunct pay rates will remain as they have been (\$28/hour). For the spring, a flat rate will be paid to adjunct faculty for teaching. Co-op classes (external learning courses) will not be paid as overload starting now, John noted. Greta asked if the flat rate for adjunct work had been set yet. John said he would set the rates for various classes later this term (by the first of November). John said we'll have to see how far we can get on the meager budget for overload we have. The limit will be four hours overload per individual, as per the COP. Small classes will count toward instructor loading.

[Agenda item 4] John asked that the designated schedulers from each cluster be ready to make a brief presentation regarding how they do scheduling at the next DC meeting.

**ACTION:** Cluster directors will remind their scheduling presenters to be ready with their presentations for the September 15 department chair meeting.

John noted that we have tentatively scheduled training sessions regarding the Fair Labor and Standards Act and the 40-hour workweek for September 23. The sessions will last two hours; sessions will be offered at various times during the day. We have also tentatively scheduled training sessions on sexual harassment prevention for October 28.

TSTC's legal counsel will be present at these training sessions, John noted.

[Agenda item 5] John distributed copies of information regarding employees who need to reimburse the business office because they received an employee scholarship for a TSTC course this summer, but they ended up making a W or an F.

ACTION: Directors will ensure that employees who need to reimburse the college for classes not completed under the employee scholarship provisions make arrangements for reimbursement.

John reminded everyone that if the time for a course exceeds four hours, a memo needs to be appended showing how the employee will make up the additional time over four hours.

[Agenda item 6] John noted that we want to encourage all students to finalize their schedules by this Friday. By law, we can accept students into classes through the following Friday (September 17), but we do not want to delay the students getting into the correct classes. After this Friday (September 10), students must see Mr. Spradling before they can change their schedules further.

[Agenda item 7] John reminded everyone that the marketing summit would be held 9:00 a.m. to 1:00 p.m. on Friday, September 17. The location is yet to be determined.

ACTION: Directors should try to glean as many ideas as possible regarding marketing strategies and initiatives before the September 17 marketing summit.

[Agenda item 8] John said he needs to see the graduation certification forms with the credit waiver forms.

ACTION: Department chairs will be reminded that John must see the graduation certification forms with the credit waiver forms.

[Agenda item 9] John went over the following items from the Executive Team meeting.

The work of Transformation teams will continue in the following areas:

The online bookstore initiative will be continued.

A community service element might be added for students to obtain scholarships.

Energy conservation initiatives will be scrutinized.

Travel approval processes will be scrutinized.

The budget process will be scrutinized.

We have advertising opportunities at the HOT fair. We are working out a trade for some student labor to get the advertising.

Chet Edwards gave TSTC a favorable review at a recent meeting with McDowell. We may get in on a fuel cell federal grant.

We may use “secret shoppers” to enhance our customer service on campus, starting in the student services area.

The applicant management system is being used for new hires. HR will notify department chairs by email if there are qualified applicants for a position. The chair then arranges interviews with the best candidates.

NTS is currently experiencing a bit of backlog in their work orders. Dale Norwood hopes to clean up the backlog by the end of this week.

We are trying to host a meeting for a health care group (Texas Lyceum); Charlie Olson is pushing the meeting for January 28-29. They would need the ITC foyer on January 28 and the JBC auditorium on January 29. However, this schedule is only tentative at this point.

ACTION: Wayne will check with Fred Khozein to see where we were on assessment of the West facility.

Management council is this Friday in preparation for the October meeting of the Board of Regents.

John noted that too many phones went unanswered, counseling was sometimes unavailable, and the bookstore and cashiers closed too early during registration. We will work on correcting those problems, John said.

[Agenda item 10] John noted that TACTE was October 6-8 in downtown Austin. Lance Zimmerman was planning to go, Bob said.

[Agenda item 11] Miscellaneous

John discussed the issue of a department that set up training sessions but did not let Industry Solutions know early enough so that we could arrange for CE units and contact hour reimbursement. We need to make sure we set up such training to secure CE contact hour reimbursement.

ACTION: If anyone is setting up training courses or hosting training courses, let Industry Solutions know, and we'll try to work out getting contact hour reimbursement for that training.

John distributed copies of the Semester Scheduling Events and Due Dates Spring 2005 timeline from Jerry Hutyra.

John noted that there is a October 8 symposium regarding data broadcasting. EHS and the IT programs might be interested in attending. John gave information to David Day on the subject.

Chuck noted that his electricity had been shut off three times last year; he was hoping we could straighten out the billing and account numbers. Ronda asked Chuck to finish up an EPO for her approval.

Yvonne noted that students were receiving tickets for parking on the grass—however, all lots in the area were full. Traffic is moving very slowly, she noted. John noted that instructors may let out their classes a couple of minutes early if that will help. David Day suggested that the area between the Diesel building and Airline Drive be made into a temporary parking pad.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

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**ACTION:** Cluster directors will remind their scheduling presenters to be ready with their presentations for the September 15 department chair meeting.

**ACTION:** Directors will ensure that employees who need to reimburse the college for classes not completed under the employee scholarship provisions make arrangements for reimbursement.

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**ACTION:** Department chairs will be reminded that John must see the graduation certification forms with the credit waiver forms.

**ACTION:** Wayne will check with Fred Khozein to see where we were on assessment of the West facility.

**ACTION:** If anyone is setting up training courses or hosting training courses, let John's office or Industry Solutions know, and we'll try to work out getting contact hour reimbursement for that training.