

**Instructional Council**  
**November 5, 2008**

**Minutes**

Present: Julie Fowler, Louise Wiley, Terry Booker, Charleen Worsham, Kathy Fair, Debbie Williams, Randy Lewellen, Rene' Wiley and Gerald Stanglin, presiding

Absent: Mike Earley

Guests: Dennis Cliborn, Brian Ruthven

1. Minutes were read and approved.
2. Classroom Upgrades – Dr. Stanglin and Dennis Cliborn:  
There was discussion concerning the number of rooms needing upgrades and the amount of equipment needed for each department. Dennis Cliborn will contact Dr. Stanglin and let him know how many rooms are already equipped. Dr. Stanglin asked that Julie Fowler send an Excel spreadsheet to his Assistant to be sent out and used as a template by all Instructional Council members so that equipment requests can be prioritize. The spreadsheets will then be sent to Dr. Stanglin for his approval.  
Budget Implications: \$40,000
3. Fee Assessment /Ct Rep & Radiologic Science – Dr. Stanglin:  
Julie Fowler and Louise Wiley discussed the following about fee assessment:
  - Add Court Reporting fee twice a year
  - Add component to online program – to monitor and see if students are practicing and doing their homework
  - Students will be assessed the fee during the Spring semester of their second year
  - The fee will be tied to a capstone class and will be started before the capstone class
  - A fee will be assessed with Spring tuition for second year students enrolled in the Radiologic Science Program
  - There will be a notation in the catalog on the curriculum page for Radiologic Science  
Budget Implications: TBA
4. Changes in Fee Structure Needed – Dr. Stanglin:  
The following was discussed:
  - There will be changes in fee structure for Spring
  - Increase in Microsoft for cert. test for Microsoft Office users
  - This will be taken to the Academic Policies and Curriculum Committee
  - This information should be sent to Dr. Stanglin's Assistant so that there can be communication with the Registrar's office  
Budget Implications: TBA
5. Any Unbudgeted Positions in Instructional Area – Dr. Stanglin:  
The following was discussed:
  - The Technology areas need for clerical help was addressed
  - Possible raise in Deans Administrative Assistant salary

- Lab Instructors for dual credit classes
- ITV training for Tatum – Louise or Terry will decide who to contact at Tatum ISD in order for training to be done

Budget Implications: TBA

6. Possible Oil/Gas Program and Building Implications – Dr. Stanglin:

The following was discussed:

- What building the Oil and Gas program will be in
- It was mentioned that we will not know if we will have the Oil and Gas program until next Spring – need industry support
- Physical plant and lab facilities are needed

Budget Implications: TBA

7. Faculty Senate Minutes – Dr. Stanglin and Debbie Williams:

Debbie Williams briefly discussed the following:

- Instructor evaluation forms
- Student grievance form
- Evaluation of all administrators
- Reinstatement of preview day - Fall and Spring
- Faculty representation on committees
- KC committee forms update – send updates to Karol Pruett

Budget Implications: TBA

8. KC Credit Card Issues – Dr. Stanglin:

The following was discussed:

- KC credit card issues were discussed in EC
- There may be an increase in the credit card limit
- Credit card limits and usage was briefly discussed

Budget Implications: TBA

9. Other:

The following was discussed:

- Summer Bridge program – prepare students to enroll in college level courses
  - 50 graduating seniors from 5 area high schools will participate
- Becky Johnson and Joyce Fortson-Johnson are working together on the summer bridge program

Budget Implications: TBA

Minutes submitted by Rene' Wiley