

TALC ESP Meeting Minutes
8/13/00

The next meeting will be held on October 12 @ 2:30 p.m. in the Blue Room, B-6.

The TALC ESP committee met on 8/13/00 at 2:30 p.m. in the Red Room. Members present were: Fred Bayley, John Condrey, Donna Hood, Carol Jones, Debbie Puett, Betty Turner, Susan Vaughan, and Bruce Waddingham. Karen Jones was out of town and other members were unable to attend due to schedule conflicts.

Members were asked to comment on the results of early textbook purchase. No problems related to early purchases were noted. Overall, the process went very smoothly, with little or no problems encountered by students or reported by the bookstore.

Scott Scheer was unable to attend, so John Condrey reported on campus signage. SouthWood Corporation is developing a proposal, which should be completed soon. There are some funds available currently, but it is anticipated that this project will be done in phases over a three-year period in order to complete all the campus signage required, both exterior and exterior. John passed around some company brochures showing examples of products and designs SouthWood has created for other institutions. Scott will report the results of SouthWood's proposal at a future meeting.

Donna Hood reported that the TALC Staff Development group has not had time to address the updating of the employee orientation process and is agreeable to TALC ESP proceeding with this. Donna, Fred Bayley, and Debbie Puett will review materials that have been acquired by TALC Staff Development and will report back to this committee.

Fred Bayley had two concerns for the committee: 1) the procedure for contacting security is not widely or fully known, and 2) the procedure for mailing UPS packages is cumbersome and not fully known. John Condrey offered to check into these concerns and report back. **(I am forwarding John's e-mail messages in response to these concerns.)**

Susan Vaughan reported that the faculty/staff technology self-assessment has been completed and Curtis Vance has compiled the results. Training on Windows and Word 2000 is being coordinated through TALC Staff and Faculty Development committees and soon will be offered to anyone needing this training.

Sites for examining web-based intranet campus community information providers were shared with the committee prior to this meeting. Since few members had had the opportunity to examine these, discussion has been postponed. Paula Walker confirmed that one of the higher levels of Blackboard software provides this capability, as well, so the committee may wish to explore this as another option.

Susan Vaughan reported that a decision on the library's Genesis Grant proposal for a student information kiosk has been postponed pending further information. The grant committee approved the concept, but wishes to have additional input, due to the cost.