

TALC ESP Meeting Minutes
11/27/2000

The TALC ESP Team meet on 11/27/2000 at 2:30 pm in the blue room. Members present were: Doris Crute, Kelly Metcalf, Bruce Waddingham, Paula Walker, Susan Vaughan, Melissa Swofford, Karen Jones, Cindy Smith, Carol Jones, Donna Hood, Scott Scheer and Debbie Puett.

The next TALC ESP meeting will be held on January 25 at 2:30 pm in the blue room.

LifeMap Teleconference: Cindy Smith gave a brief summary of the teleconference (LifeMap: Learning-Centered System for Student Success) held on November 16. Myra Johnson has a copy if anyone wishes to view. Bruce Waddingham stated the TALC Assessment Team has looked at software similar to Cyber Advisor, Career and Registration, which was mentioned in the teleconference.

Marketing: Scott Scheer shared that funds have been set aside for an eight to twelve page glossy view book.

Signage: Scott Scheer stated that he is still working with Raleigh on bid information. Karen Jones added that the ADA consultant stated that signs are needed on campus to direct disabled students to accessible entrances.

Clock Synchronization: Stephen Mathney will be talking with Gene Green regarding the memo. Susan Vaughan shared with the team an Atomic Clock. This clock automatically resets the time and will automatically reset when time changes. Time change and resetting is done by radio waves. This particular clock was purchased for \$21.00. The Team recommends taking this information to the VP Council and get a count of the number of clocks needed across campus.

Academic Forgiveness: Karen Jones distributed a proposed Academic Fresh Start Policy. A few changes were made. Team accepted the policy and recommend policy be taken to the VP Council. Karen Jones will contact Dr. Harrison to get the proposed policy on the next agenda.

Administrative Withdrawal: Debbie Puett shared that her sub-committee has met. Tim Beaver has been added to the committee, representing the Faculty Senate. Sub-committee will meet again and share more with us at our next meeting.

Policy on "Old" ICC classes applying toward graduation: Kelly Metcalf shared she was still waiting on responses from other Community Colleges.

Employee Orientation: Donna Hood shared the sub-committee meet and distributed a list of information to be covered and resources to be given to new employees. Team made a few changes and additions. Sub-committee will continue to work on the employee orientation process.