

TALC ESP Meeting Minutes

3/7/01

The TALC ESP committee met on 3/7/01 at 2:30 p.m. in the red room. Members present were: Dale Gaddis, Karen Jones, Kelly Metcalf, Susan Monday, Debbie Puett, and Paula Walker.

The next TALC ESP meeting will be held on April 23 at 2:30pm in the blue room.

Susan Monday distributed a proposed “administrative withdrawal from college policy.” An instructor may administratively withdraw any student whose cumulative absences exceed 20% of the scheduled class hours for the semester. Students who have been withdrawn from a course for excessive absences may only be readmitted to class with the permission of the instructor and completion of re-admission forms in the Student Services office. This subcommittee consists of Susan Monday, Kelly Metcalf, Tim Beaver, Paula Walker, and Debbie Puett. The policy is worded in a manner that makes administrative withdrawal an option for faculty. It is not mandatory. A “re-admission process” was considered. Also, the question was raised as to how a student would be notified of the administrative withdrawal. A carbon copy system was suggested with a three copy form with copies for the instructor, the student, and Student Affairs. The next step is Faculty Senate. Susan Monday will contact Kim Gold regarding placing this proposed policy on the Faculty Senate agenda. Depending upon the response of Faculty Senate, a next step may be Management Team or VP Council.

Susan Vaughan asked Karen Jones to report that Sheila Francis is installing atomic clocks on the computers of members of the TALC ESP committee. This will allow us to assess as a committee how well the atomic clock works on the computer.

Also, Susan Vaughan and Karen Jones met with Stephen Matheny to describe problems with the college policy on facility utilization. Stephen is now aware of problems with this process.

The Tuition Refund Committee is working toward the improvement of the tuition refund process. This subcommittee consists of Lisa Padgett, Vickie Hoyle, Cindy Smith, Curtis Vance, and Judy Roberson. They plan to travel to A-B Tech on March 22 in order to review how their system functions. A-B Tech uses a computer program that captures all students who are eligible for a tuition refund. This process may be tested this summer.

Scott Scheer reported through e-mail the following: “Southwood Image, Identity and Sign Specialists have been hired to do exterior signs this fiscal year:

\$15,000 worth of traffic planning/sign design/erection of new signage as far as that initial \$15,000 will go. The remainder, hopefully next fiscal year, will complete exterior signage needs. The Sign Committee will meet again in a few weeks to see proposals/materials for exterior signage. Plans are being made now to have Southwood engineers/designers/fabricators and rep on campus again to review current signs, our perceived needs and then to follow up with meetings, selections.

Viewbook: 1st day of Photo shoot went great—Designer Steve Thomas has already reviewed shots and said they turned out really well. Another day is in process of being scheduled to shoot Arts & Sciences, Student Life around campus, Bus. & Industry Training and more Success Story profiles.

Steve Thomas and the Viewbook Committee will meet with Dr. Lewis on Monday, March 19 to look at the Set? Communicate! cover concepts and general theme/look of our piece.

Please inform the group that Steve is also working as hard as he can to possibly have a catalog cover design/approval/mechanical/camera ready for Creasy Printing (catalog publishers) by March 23rd. The biggest and probably only hold-up to this is if we do not approve of a viewbook and/or catalog concept/cover by the Viewbook Committee.

Steve is also working closely with Karen Jones and Scott Scheer to give us a proposal for Program Specific brochures in Applied Sciences and Business Sciences, again utilizing our ‘unified/creative’ look and feel from Viewbook final design approval.”