

TALC ESP Meeting Minutes

5/24/01

The TALC ESP committee met on 5/24/01 at 3:00 p.m. in the red room. Members present were: Kelly Metcalf, Karen Jones, Susan Williams, Paula Walker, Susan Vaughan, Donna Hood, and Carol Jones.

The next TALC ESP meeting will be held on July 12 at 2:30pm in the blue room.

Kim Gold discussed the administrative withdrawal process with faculty senate. The faculty senate expressed interest in designating these withdrawals with a special symbol. Other withdrawals guidelines, e.g., deadline, would be unchanged. Susan Williams indicated that she will revise the proposal and e-mail Bob Harrison regarding taking the proposal to VP Council.

Kelly Metcalf convened a committee to explore transfer procedures. Kelly will compile the results of a NC survey to share at the next meeting. A proposal will be forthcoming, and the committee will seek to involve the instructional deans in developing a proposal. Issues are time limits and how limits may apply to different programs and classes as well as those taken at ICC versus other colleges. Also, the proposal will be discussed with the curriculum committee.

Scott Scheer reported through an e-mail update the following:

- (1) A signage (exterior signs) proposal will soon be submitted to management team.
- (2) Viewbook revisions are underway and hopefully will be printed soon.
- (3) Brochures for technical/vocational areas are also under construction.
- (4) The viewbook and catalog cover are receiving positive reviews.

Donna Hood reported that the employee orientation subcommittee has not met; however, they plan to continue working on this project.

Susan Vaughan reported that she is continuing discussions with Stephen Matheny regarding clock synchronization across campus. Susan Vaughan will continue to pursue this. Susan Vaughan also asked for feedback regarding the atomic clock on the computer. The feedback from the group was that the atomic clock on the computer is a useful tool. Susan indicated that she will speak with Sheila about the atomic clocks and check about synchronizing clocks through the telephone system.

Susan Vaughan also reported that Jo James systems projects class has developed proposals for campus Kiosks. A new proposal was submitted for a Genesis grant. Susan Vaughan has been notified that this project has been approved and funding for implementation is forthcoming. The kiosk will initially be located in the library but may be relocated at a later date.

A new tuition refund process is being tested this summer. This process is improved in terms of simplification and accuracy. The committee consisting of Lisa Padgett, Vickie Hoyle, Cindy Smith, Curtis Vance, and Judy Roberson are commended for their good work.

The committee discussed our vision and goals for 2001-2002. There was consensus that the group wants to continue to focus on enhancing systems and processes in a format that is action oriented in terms of implementing improvement on campus.

