

TALC ESP Meeting Minutes
7/12/01

The TALC ESP committee met on 7/12/01 at 2:30 p.m. in the blue room. Members present were: Donna Hood, Karen Jones, Kelly Metcalf, Debbie Puett, Susan Vaughan, and Susan Williams.

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

Susan Vaughan provided a correction to the minutes. The kiosk will not be relocated; however, more kiosks may be placed in other areas if the kiosk proves helpful. The Kiosk has been ordered, and this effort is underway. Hopefully, it will be ready for the fall semester.

The atomic clock for students is on “hold” for now due to competing demands.

Kelly Metcalf collected information from other schools regarding transfer policies and practices. Policies were varied. However, most colleges treat classes from other colleges the same as classes taken at the local institution. Representatives from Arts and Sciences and Applied Sciences will be invited to serve on this subcommittee.

Donna Hood reported on the new employee orientation process. A list of employee resources was presented. It was suggested that information regarding general assessment competencies and the curriculum schedule be included on the list. Debbie Puett covered information on the suggested orientation process. New employee orientation workshops were suggested as a method for training new employees. The next step will be TALC Leadership Team. Karen Jones will contact Myra Johnson regarding presenting this material at the next TALC Leadership Team meeting. Donna Hood, Debbie Puett, and Fred Bayley would like to present at the August 30 meeting. The staff and faculty professional development committees may want to implement this process. In the meanwhile, Donna Hood will present this information to the staff development committee if there is an opportunity.

The Administrative withdrawal Policy has been approved by VP Council. The next step is management team.

Technical/vocational brochures are complete, and the viewbook has gone to print.

Three applications for fresh start have been processed, and two of the three have been approved. The process worked smoothly.