

TALC ESP Meeting Minutes

1/24/02

The TALC ESP committee met on 1/24/02 at 2:30 p.m. in the blue room. Members present were: Bob Bidwell, Doris Crute, Dale Gaddis, Noel Isham, Carol Jones, Debra Jones, Karen Jones, Kelly Metcalf, Debbie Puett, Scott Scheer, Betty Turner, Susan Vaughan, Bruce Waddingham, Susan Williams.

The next meeting of the TALC ESP committee will be 2:30pm on March 6 in the blue room.

Karen Jones submitted a handout detailing the ESP purpose and activities 1999 to present. Also, corrected minutes from the previous meeting were distributed.

Kelly Metcalf has convened the subcommittee for transfer credit along with the academic deans. The subcommittee consists of Marisa Sudano, Paula Walker, and Kelly Metcalf. A proposal will be taken to VP Council soon.

Fred Bayley reported that an orientation committee will be appointed soon to maintain responsibility for this process. Also, Fred will take the new process to Management Team for approval for the policy & procedure manual.

Susan Vaughan reported on the atomic clock process. They are being installed and tested across campus. There are some problems with the clocks receiving the signal, but efforts are ongoing to properly place the clocks so that the signal can be received.

Susan Vaughan reported that the November roundtable on a possible Intranet and a Groupwise application presentation in December were both well attended and received. The Groupwise system for resources and events are under consideration. Two separate processes are being proposed to minimize confusion. A proposed project for ESP is using the website for internal documents. There are problems, issues, and concerns with using these documents in an electronic format. For example, how can a multi-copy – color document be adapted for website use? A subcommittee is needed for this effort. Debra Jones volunteered to chair this committee. The subcommittee will consist of Debra Jones, Susan Vaughan, and representatives from Continuing Education, Student Services, the Business Office, maintenance, bookstore, print shop, and administration. Debra will seek volunteers and report on the composition of this subcommittee at the next meeting.

Karen Jones reported that the OK2 subcommittee is meeting with Dr. Harrison and Dr. Lewis on January 31 at 2:30 pm in the Blue Room. More details will follow.

Dale Gaddis stated that there continues to be interest in streamlining travel paperwork. Debra indicated that there may be a way to simplify this process through electronic forms available through the web site. Debra's "Form Review" committee will consider the topic.

Another topic raised by Dale Gaddis was smoking. There is a need for designated areas for smoking. A covered area and ashtrays are needed for this area. It was suggested that a representative from each building designate a smoking area. Input will be sought from Stephen Matheny and Roger Davis regarding how this process can be facilitated.

Scott Scheer reported that a plan for exterior signage has been finalized, and the new signs will be installed in the next six weeks. Stephen Matheny has been instrumental in the success of this project.

Also, a new campus map will be produced with the new building names, color coded parking lots, and information regarding handicapped accessibility.

Fred Bayley raised the point that the subject of voice mail needs to be addressed. This item will be discussed at the next meeting.