

## TALC ESP Meeting Minutes

The TALC ESP committee met on Feb 4, 2004 at 2:30 p.m. in the Red Room of Business Sciences Building. Susan Vaughan, Chair, called the meeting to order.

Members present were:

Susan Vaughan, Chair	Mary Ann Head	Kelly Metcalf
Debbie Puett, Vice Chair	Susan Hendrick	Chuck Stutzman
Bob Bidwell	Noel Isham	Bruce Waddingham
Judy Gordon	Stephen Matheny	Russell Wicker

**The next meeting of the TALC ESP committee is scheduled for 2:30 pm, Tue. Feb 24, 2004, in the Blue Room of Business Sciences building.**

Items of Business:

1. Phone system. A phone survey has been completed. Fred Bayley will meet with Rick Edwards and report back at the next meeting.
2. Atomic clock.. Susan Vaughan has met with Sheila Frances about putting software on campus computers that will keep the computer's clock set automatically. Sheila said that she has not been putting the atomic clock software on campus computers as part of the ghosting procedure, but only as requested. She will check on the feasibility of a server solution to maintain clock accuracy.
3. Review of staff/professional evaluation forms. Fred Bayley has agreed to chair this sub-committee and Stephen will serve as resource person. This topic is included in the College Plan (see Goal 3). We will wait for a report from Fred at the next meeting.
4. Message board and campus map. Russell Wicker reported that he has talked with Bill McDaniel about getting a student or former student to produce the campus map with a "You Are Here" feature that could be adapted for several places on campus. One map would be placed in the message board near the amphitheater. Other locations can be decided later. A cap of \$300 to be paid to an individual to produce the map was agreed upon. Stephen Matheny said that amount would probably be available from the budget. Russell agreed to submit a proposal to administration for this amount. The map would be printed on Mylar as part of the production and the cost will be minimal. As maps become faded and worn, they can be inexpensively replaced by printing new ones. Russell said that once a preliminary design is complete, he will bring it before the committee for review.
5. Campus events. The related issue about publicizing campus events was also discussed. Susan Hendrick will check with Campus Life Committee about coordinating "Stall Wall News," which would involve putting calendars of events on bathroom stalls across campus. Susan Vaughan reported that Kenneth Odom said that printing out a calendar from the Information Kiosk in the Library would not suit our needs as it would not print the details located on deeper screens. We will need to come up with another way of putting together a calendar of events.
6. Parking. The issue of enough handicapped parking on campus was discussed. It was brought to our attention that 4% of our available parking should be devoted to handicapped spaces. Stephen Matheny reported that there is currently an effort taking place to make our campus ADA compliant. Several improvements are already completed and others are scheduled. An amount of \$60,000 has been allocated for this purpose. Not all of this money is committed yet. He will see that handicapped parking is added to this list.
7. Lighting. The lighting at the 2 intersections of ICC Loop and Piney Ridge Road was discussed. It is very dark at these 2 intersections at night and it is difficult to see where to turn in off of Piney Ridge Road onto ICC Loop. Stephen said he will check on the possibility of having lights

installed at those intersections. Also, it was mentioned that the new ICC signs are a visibility hazard for individuals turning onto Piney Ridge Road from ICC Loop and for individuals exiting the Student Services parking lot onto ICC Loop. Stephen said he will also check the positioning of those signs to see if visibility can be improved.

8. SACS. In conjunction with the SACS reaccreditation that will soon be taking place, Kelly Metcalf asked if there is currently a campus policy for overriding curriculum course prerequisites. Discussion followed about the need for a policy to be developed. Kelly will check to see if other institutions have a policy that we may wish to adopt, and will report on this next time.
9. ACA Focus Group results. Susan asked committee members to review the results of the Fall 2003 ACA Focus Groups (or the condensed list she distributed) to see if there are any areas that our committee needs to address at our next meeting.

The meeting adjourned at 3:35 pm.