

## TALC ESP Meeting Minutes

The TALC ESP committee met on Feb. 24, 2004 at 2:30 p.m. in the Blue Room of Business Sciences Building. Susan Vaughan, Chair, called the meeting to order.

Members present were:

Susan Vaughan, Chair	Donna Hood	Bruce Waddingham
Debbie Puett, Vice Chair	Stephen Matheny	Russell Wicker
Fred Bayley	Kelly Metcalf	
Susan Hendrick	Chuck Stutzman	

**The next meeting of the TALC ESP committee will be 2:30 pm, Tue., Mar 23, 2004 in the Blue Room of Business Sciences building.**

Items of Business:

1. Phone system. Fred Bayley reported that he has sent the phone survey to Rick Edwards. Fred will meet with Rick and bring a report back to the committee.
2. Review of staff/professional evaluation forms. Fred Bayley reported that there is no news at this time, things are still in process.
3. Message board and campus map. Russell Wicker reported that they are still working on lining up a student or former student to produce the campus map. Russell will submit a proposal for funding when they have a commitment from the person who will be producing the map.
4. Campus events. Susan Hendrick reported she has communicated with Campus Life committee about the idea of posting campus events in the restrooms on campus. She met with Scott Scheer, Donna Harrison, and Cindy Martin. Scott said he will be in charge of compiling, printing and posting a "Stall Wall News" (or some other name) in the restrooms around campus on a monthly basis.
5. Parking. Stephen Matheny reported that there is no firm data available yet on the number of handicapped parking spaces required per building by ADA. He also reported that the condition of the parking lot by cosmetology is too bad to seal and paint. It needs to be resurfaced. Money is not available right now for the resurfacing.
6. Lighting. Stephen Matheny reported that Rick is going to contact Duke Power to get a firm price on placing a light near the intersection of ICC Loop and Piney Ridge Road to aid in visibility at night. He also reported that we are currently in the process of installing lamps across campus and they should be completely installed within the next few months. Any new campus lighting right now is questionable due to the high electricity expenses this year as a result of an error by Duke Power.
7. Parking lot sign. Stephen Matheny reported that the ICC sign at the intersection of Piney Ridge Road and ICC Loop is cemented in the ground. In order to avoid the possibility of someone having an accident due to bad visibility, he will talk with Scott Scheer to see if it can be moved back a couple of feet.
8. Curriculum course prerequisites. Kelly Metcalf reported that lack of having a policy for making sure that students are meeting prerequisites could affect our FTE funding from the state. Student Services is looking into this further. Since our current student software is slated to be replaced in 2 years, there may not be much we can do with our current software to help ensure students are not registering for classes they have not met the prerequisites for. But several things were discussed to help: a) educating advisors on the importance of checking prerequisites carefully; b) getting a printout after registration closes identifying any students who have not met the prerequisites; c) developing a form to be filled out for "exceptions" to the standard prerequisites.

9. Used bookstore. The issue of publicizing the PTK Used Book store to students was discussed as a result of comments on the ACA Focus Group Report. Susan Vaughan will look into how our committee can best handle this issue.
10. Bookstore. Several comments about the bookstore were also mentioned on the ACA Focus Group Report. Last semester students were required to stand out in the cold for extended periods of time before they were allowed into the bookstore. Stephen Matheny will meet with Amy Penson to see if there are some ways we can improve bookstore services for our students.

The meeting adjourned at 3:35 pm.