

TALC ESP Meeting Minutes

The TALC ESP committee met on Monday, October 25, 2004 at 2:45 p.m. in the Blue Room of Business Sciences Building. Fred Bayley, Vice-Chair, called the meeting to order.

Members present were:

Fred Bayley, Vice-Chair
Glen Gibert

Judy Gordon
Noel Isham

Susan Vaughan
Bruce Waddingham

Update on past issues

1. **Campus maps** - The large display map in the center of campus and small campus maps to be placed around campus: Bruce will look into help with this project. Key areas on campus will be encouraged to have pads of maps to give out if they are not already doing so.
2. **ATM/change machines** - The root problem was discussed for change machines. An alternative would be to ask that new machines that are placed on campus to have changers that could use at least a \$5 bill. We will wait to hear from Stephen Matheny about the progress of water and juice machines.
3. **Meeting Calendars** - In an attempt to help scheduling of internal meetings, a meeting calendar will be recommended for use. TALC will be asked to take the leadership in implementing the meeting calendar system. A suggested implementation process includes 1) identifying groups and key people that can be using the system, 2) identifying what should be kept on the meeting calendar, 3) have a simple training or orientation for the users, and 4) conduct a follow-up to see how the system is being used.
4. **Items not reported** on include campus café, telephone survey, staff evaluations, parking lot lines, and road paving.

New items for consideration

5. The following items will be surveyed for future consideration by the ESP committee. These issues will be distributed to the committee by e-mail and they will vote on their priority.
 - A. Updating forms on campus
 - B. Credit card availability
 - C. What to do at night when closing rooms and buildings which affects safety
 - D. Cleanliness of classrooms
 - E. Comfort of classroom furniture
 - F. Clocks on time
 - G. Document management system
 - H. Bookstore: internet students getting text, sending books via mail, alternate sources, visibility, access
 - I. Building names and numbers
 - J. A system for calling after hours to get extension numbers on the phone
 - K. Childcare and transportation
 - L. Help find classes and offices
 - M. A clock in each classroom
 - N. Post security phone number in the classroom
 - O. A fact sheet for financial aid policies, payment, costs, dates
 - P. Optional parent or spouse orientation
 - Q. Priority registration system
 - R. Non English students support
6. It was reported parts of campus were trying out security cameras.
7. The next meeting will be held November 30, 2:45 p.m.

The meeting adjourned at 3:45 p.m.