



Minutes

April 14, 2005

TALC Leadership Team Meeting

Members present: Cathy Alexander, Jay Coomes, Rhonda Davis, Kim Gold, Judy Gordon, Donna Harrison, Dr. Myra Johnson, Debra Jones, Maggie Killoran, DeWalt Koone, Debbie Puett, Carol Richardson, Scott Scheer, Marnie Smathers, and Susan Vaughan. Angela Marlowe acted as secretary.

Debbie Puett opened the meeting by thanking everyone for all the efforts in preparing for the visitors from Patrick Henry Community College. They were very much appreciative. The TALC Leadership Team applauded Debbie for a job well done. She also mentioned to inform our students how much we appreciated their efforts.

Debbie stated that at our last TALC meeting we talked about establishing guidelines and procedures. She recommended forming a small ad hoc taskforce to spearhead this effort and if anyone was interested or had someone in mind to let her know. She wanted the TALC Leadership Team's input by asking them what did they want to know as a taskforce chair or what information did they want to know about scheduling speakers, etc., and email their ideas to her. She asked the taskforce to be thinking about what they would like to see incorporated on the list to distribute to chairs and new chairs assuming the responsibility. A suggestion was made that a flowchart would also be helpful to present and future chairs joining the taskforce.

Debbie reminded the team that when funds are expended out of TALC budget (whether it is requisitions, professional services agreement or travel) to send those forms to her for signature. It was mentioned that some of the forms are unclear and confusing as to who or where to sign. A suggestion was made to view these forms being used and possibly modifying them to indicate where the taskforce chair and TALC chair would sign.

Debbie asked the taskforce if there is anything being planned for this year's budget (through the end of June) to let her know. She also asked for their request for next year's budget. Debbie distributed several pamphlets for upcoming conferences and workshops to consider next fiscal year.

Student Affairs

Maggie Killoran gave an update on Datatel. We should be on the new system for fall 2006 registration. The first of many training workshops on campus is complete, which was an introductory to Datatel given to some staff members. Off campus training for student records will begin April 19, 2005 with financial aid and continue through next year for people in accounts receivable, IT, Continuing Education and curriculum. Training and testing will continue into fall 2006 and possibly longer for some staff members.

Susan Vaughan received an update from Curtis Vance saying that the Datatel training went very well and also that it introduces the concept of training the trainer and then the trainer being able to share what they have learned.

Assessment

Carol Richardson reported that they met on March 15 to basically plan a campus-wide meeting which was held on April 7. At that time the QEP sub-committee, Project Penelope, presented their overview of Penelope and their reports. A survey was distributed to the staff on using Penelope and everyone had an opportunity to respond. The responses will be compiled and written as part of the QEP plan. The QEP sub-committee is working on the rough draft for the seventy-five page QEP plan. Their main goal is to have these rough drafts hopefully completed by the end of the month or by May. The committee will need to integrate all information and edit in its final form by August.

Business and Industry

There was no report from the Business and Industry Committee.

Campus Life

Scott Scheer reported that the committee has not met since the last TALC meeting. The committee submitted a list requesting funds for the remainder of this year for unfinished projects. They are also hoping to include some projects under the timeline. The committee will meet again on May 3 to discuss next year's budget.

ESP

Judy Gordon reported that they met on March 21. She distributed a progress chart consisting of fifteen items. Two of the items (updating and remodeling of café, repairing and repaving main drive around campus) are complete. The other item (building names and numbers) is partially completed. The curriculum schedule for summer 2005 does have abbreviated building names instead of numbers. This will be an on-going item as they continue updating forms internally that have numbers and transferring to building names or abbreviations. She also pointed out that the last item (readability of a campus map and orientation of a campus map) was added to the list.

Fred Bayley, Kelly Metcalf, Mike Saunders, and Judy Gordon were appointed on an ad hoc taskforce for improving the personnel evaluation system for staff and non-teaching professional employees. The proposal, distributed to the TALC Leadership Team, had been shared with Dr. Lewis and given approval for the taskforce to undertake this process. Judy requested the TALC Leadership Team to review the proposal and give their input and/or suggestions for the process. After a lengthy discussion, the ESP taskforce will move forward with the evaluation process.

Institutional Effectiveness:

Jay Coomes reported that the committee has not met collectively as a group since the last TALC meeting. However, several of the members worked with Debra Jones, Susan Vaughan, and John Quinley to check more links on the SACS report.

Learning Strategies:

Donna Harrison reported that the taskforce met on March 17 and came up with three recommendations. She distributed the list to the taskforce. One of the recommendations was that Chris Koone recommended that the college invite Richard Paul to facilitate a Critical Thinking workshop on campus. He thought it would be beneficial and would go very well with the cooperative learning training and PBL that is currently taking place. The next two recommendations came from the survey results. The survey results strongly indicate a need to provide opportunities for structured co-planning time. The product of this structured co-planning will be a quality improvement document for faculty's portfolio. They also recommended that the college send people who are interested in leadership to PBL leadership training, to train and lead structured co-planning groups on campus.

Kim Gold reported that Roger Johnson is coming in June to lead Advanced Cooperative Learning training. She wasn't sure if there would be enough participants for the Foundations of cooperative learning training this summer. Since our visitors from Patrick Henry Community College have shown interest in participating, they are exploring the possibility of having a foundations group on campus this summer. Jo James and Eric Miller will be attending a Leadership Training in July to be trained as facilitators.

Professional Development – Faculty and Professional Development – Staff

The Professional Development – Faculty, Professional Development – Staff and QEP Sub-Committee had a preliminary meeting on April 13 to discuss Fall Convocation. The planning of Convocation 2005 has begun.

Technology

Susan Vaughan reported that e-procurement in the colleague interface is complete and operational. Curtis Vance is currently working on the legacy to colleague fixed assets conversion which is due by the end of the month. The student records conversion is expected sometime between January and June 2006. There are twenty-four separate but related conversions in the process. Each conversion has four steps. Three of the four steps may produce errors that will have to be addressed prior to moving forward.

One of our networking students, Chuck Gurney, took the task of completing the Help Desk Product. This will be a helpful tool for the IT department in keeping track of what they are doing and how well they are doing it which will also be a part of the assessment. They are also hopeful that the Help Desk Product will be used by others that need help. They are in the early stages of discussing the possibility of offering some training.

Meeting Schedule

The next meeting will be in June. The exact date and time are to be determined at the beginning of summer semester.