

TALC Leadership Minutes

10/16/08 2:40 p.m.

Blue Room: Bldg 6, Rm 112

Members Present: Marnie Beaver, Sandra Boyd, Jay Coomes, Ashley Day, Kelly Dedmon, Dr. Patricia Freeman, Mike Gavin, Dr. Kim Gold, Thad Harrill, Jo James, Dr. Myra Johnson, Dr. Karen Jones, Debbie Puett, Cindy Martin, Terry McEntire, Mike Saunders, Curtis Vance

Members Absent: Susan Foster, Susan Hendrick, DeWalt Koone, Stephen Matheny, Amber Thompson, Carolyn Young

Recorder: Robin Wiggins

Handouts: Agenda, Questions/Topics for Consideration (from May 27th mtg), three TALC Reports: On-Campus Professional Development 2007-2008, Conferences and Off-Campus Training 2007-2008, Other Activities of TALC 2007-2008

1. Updates/Announcements/Reminders

- ACA Focus Group Summer 2008 out in August, sent to all on TALC Leadership to look at it for their respective area
 - Terry mentioned that some comments go with ESP, Campus Life, QEP; ACA Steering ties in with TALC
 - Request from Karen Jones or Robin Wiggins for previous semesters/every semester
- Policy and Procedure Manual updated version is not yet on College website
- Support for TALC
 - Professional Service Agreements & E-Procurement - Brenda McFarland
 - Food - Samantha Laney
 - Minutes - Robin Wiggins
 - ✂ Travel – [open for volunteers or recommendations]

2. Budget 2008-2009

- Handouts of last year's TALC Reports [expenditures]
 - Please report any errors to Debbie Puett
 - Reminder that all TALC money is state funds and cannot be used to purchase food
- ✂ There is a need to set priorities this year; Debbie had previously requested that prioritized budgets be sent to her, and she has rec'd them from :
- There was *lengthy* discussion regarding the uses for TALC budget monies which involved the pros and cons for on-campus vs. off-campus professional development activities
 - Due to budget constraints, majority of input voiced was in support of using in-house and affordable/ high-quality presenters, on-campus
 - PD Staff has already prepared workshops including: Jing, Green Earth, E-procurement; more workshops TBD prior to Christmas break
 - PD Faculty will be meeting to discuss planning activities
 - Focus to be on accomplishing Strategic Plan goals, including identifying barriers to learning (multigenerational approaches, etc.), implementing and utilizing technology (such as Distance Learning methods), and developing existing partnerships with REaCH and other high schools and our community
 - ERCBEC canceled this year, so no one was sent

- committed to World View to have a presence there; send two
- Moodle Training: Distance Learning Team wants to hold advanced and beginner training sessions November 12 and 13 for beginners, November 14 for advanced training. An e-mail was sent and those who responded by e-mail have a seat, those who did not missed out on this training.
- Professional Development Faculty: PD February's hot topic could be addressed by different areas on the Multigenerational/New millennial students' needs.
- ESP is asking for frames for campus maps, light weight, waterproof, mountable, lockable, metal, they already have them picked out, this is the cheapest most durable

3. Structure of TALC

- Debbie had previously asked for input on two questions: What is a Learning College? What is TALC?
 - ✘ Six individuals sent answers. Please continue to send responses.
 - Responses to include our perspectives and summaries to be used on the website.
 - Mike has agreed to help with the task of selecting responses to be posted
- Handout - Questions/Topics for Consideration developed from the May 27th meeting
 - ✘ Debbie requested input from the taskforces; only a few responded, please check to see if you sent yours
 - Discussion to be held at a later date
- Barriers to Learning
 - ✘ Reminder to continue to think about identifying Barriers to Learning
 - Topic for professional development training
 - Taskforce Chairs to address this in meetings
- Proposals for new Taskforces
 - ✘ Reminder to think about parallel structure of the organization
 - ✘ Reminder to share this with your taskforce and to send in ideas to Debbie
 - Debbie noted that the Taskforce structure is not on any org. chart in the Employee Handbook
 - Dr. Johnson responded that is due to not being part of the formal hierarchy and that it is volunteer-based
 - Debbie pointed out that PD Faculty & Staff are in the Handbook, and that the TALC Leadership Chair reports to the President
 - TALC began with three basic principles: no hierarchy, shared leadership, and volunteer-based
 - When we talk about changing or adding TALC, these principles need to be communicated, ideas need to be put down on paper, in order to affirm that that's what we want

4. Google Apps Calendars

- Debbie asked if we are using the Google apps calendars
- There was discussion about the different types of events and number of calendars
 - Having too many calendars vs. having multiple event types on some calendars
 - Mike agreed that it makes more sense to add another calendar in order to keep calendar categories unique; Dr. Jones noted that Student Services tried having one master calendar, and it was too much to look at
 - Debbie mentioned that it's easy to turn on/off the individual calendars, and suggested that any individual event can be copied to a personal calendar and then the external calendar can be toggled off
 - Dr. Jones noting that calendars can be defined by who sets the particular events and the intended audience

- Debbie asked that a list of event types be defined and categorized to a specific calendar with description and audiences (campus access, employee only access, etc.) determined
- Curtis will create any additional calendars necessary, others will be responsible for maintaining
- Mike agreed to maintain a new calendar for campus events such as cultural events, demos, etc.; if an event is to be participant-specific (i.e., faculty only) then he will post it as such
- Terry mentioned that some events may need to be transferred from other calendars to the appropriate calendar, like the bloodmobile events
- Dr. Johnson brought-up administrative rights, and this will be set in the calendar description/event definition list
- Dr. Freeman reminded us, especially those who answer outside calls, that we should be consulting the calendar when we receive phone calls/questions regarding on-campus events

5. Taskforce Updates

- Professional Development Staff (Sandra Boyd)
 - Met on September 29; reviewed goals; reviewed evaluations from Convocation workshops; looked at compiled list of past presentation activities; discussed new possibilities for this year; listed about 10 & 3 were confirmed; goal is to have activities planned by Christmas break.
- Professional Development Faculty (Jay Coomes)
 - Regroup with Taskforce and Sandra next week to discuss February options (mentioned most in first half of meeting).
- Academic Advising (Kelly Dedmon)
 - Revising advising materials on website.
 - Dr. Jones mentioned that Carolyn Young created a video & we need to be using it; Dr. Freeman asked if it can be shown on the Student Center TV; Dr. Jones replied that they have tried with presentations before, but the channel gets changed.
- Learning Strategies (Jo James)
 - Met once, three areas & three primaries objectives identified: Online Instruction Repository (Rick Childress), Global Awareness (Scott Hutchins), and Cooperative Learning (Jo James); Global Awareness - compiling Convocation follow up at individual divisions; World View in November; Online Instruction Repository - edit Teacher Repository Moodle site this semester to make it more user friendly; Rick Childress & Melissa Johnson can present a workshop for faculty/staff next fall; Cooperative Learning - no instruction this summer, last summer the book was revised, so this gives time to polish materials, process organizing, create a Moodle site (for materials to be shared only among four facilitators).
- Assessment (Dr. Kim Gold)
 - Seven objectives identified for the year; November 3 campus wide rubric workshop at 3:30 pm, focus on Writing and Diverse Cultural Perspectives rubrics with hands-on practice; present results of CCSSE; next year's rubrics are Computer Skills and Problem Solving; sharing assessment information with adjunct/part-time employees as a follow up to the SACS report; Dr. Freeman will assist with service areas' assessments; student portfolios workshops offered week of November 17, Lisa Barrows to train trainers in other divisions; academic integrity follow-up by Tom Tucker; staff evaluation process to be revised with ESP.
- Campus Life (Cindy Martin)
 - Old Fashion Fall Festival a success (we need to make a dessert cookbook); HealthFest was outstanding; mark your calendar for a campus-wide Mystery Event on December 11, 11:30 am to 1:30 pm; created subcommittees.

- Terry remarked that the fitness trail signs need repair. Terry also mentioned that it was highly promoted in ACA, and asked if the signage was in Campus Life's purview to be responsible for the signage.
- Business and Industry (Thad Harrill)
 - Invitation to all at the College to attend the next mtg with presenter, Ralph Tallent, Director of the NC Data Center, October 22 at 3:00 pm ram Communications Bldg Room 108; there will be discussion of hiring for jobs that range in the \$40Ks; Dr. Johnson mentioned that they would require Bachelor degrees; Terry asked if this would be useful for students.
- ESP (Terry McEntire)
 - Key security is being investigated for possible flaws. Discussion about adding pictures into Datatel—need to know the source and reason for this request. Portable directional signage and indoor directional signage to be followed up on under the direction of Susan Hendrick. Staff evaluation process is still in the works with Assessment Taskforce involvement and possible feedback from Professional Development Staff. Possibility of workshops focusing on bulk mailings for those most affected with the intention of cutting costs. Review of ESP Taskforce description and Mission Statement with feedback from members planned. Employee birthday calendar added to Google Apps calendars and passed over to Campus Life for upkeep; Vending machines in the Business Sciences building are planned to be moved to a place of more accessibility for all, especially disabled students; it is waiting to be wired for electricity. The taskforce is looking into issues with employee parking by the LLC; the gate at the Administration Bldg. has been adjusted (exit access number changed); they are looking at how they can incorporate the ACA focus group summary. Help is needed in figuring out how to print certificates from Datatel. The issue of faculty picture IDs has been turned over to Management Team.

6. Minutes next meeting

- Robin will take minutes at the next meeting
- Terry asked if the last minutes had been posted, and Debbie replied that the last ones were sent to Debra

7. Next meeting

- November 12, 2008 @ 2:30 p.m. Blue Room

Meeting adjourned at 4:20 p.m.

✘ Denotes task requiring action from all Taskforces before the next meeting