

Minutes
TALC Leadership Team Meeting
May 27, 2008

Members present: Debbie Puett, Myra Johnson, Pat Freeman, Stephen Matheny, Carolyn Young, Karen Jones, Thad Harrill, Mike Saunders, Susan Hendrick, Jay Coomes, Amber Thompson, Sandra Boyd, Maggie Killoran, and Curtis Vance. Terry McEntire acted as recorder.

Announcements:

There is a need for a minutes keeper for all Leadership Team meetings, at least one person with backups available. Terry McEntire, Maggie Killoran, and Vicki Covington were named for possible rotation.

A time was set for TALC leadership and involved secretaries to meet in BUS 126 with Curtis Vance on June 10th at 2:30 to learn Google Apps. This program allows for sharing calendars and can be broken down by area. Debbie Puett to send e-mail reminder and RSVP required if can't attend.

Fall Convocation

1st morning: breakfast, President's address and awards, TALC knowledge interactive game with clickers that are on order

1st afternoon: Neil Bolick of UNC Chapel Hill to speak for 1 ½ hours on global awareness then division breakouts with a facilitator and recorder for each. Academic departments are set for division groups, but non-teaching areas may need to be pre-arranged or will follow the tradition of having 1 or 2 workshops during this time.

2nd morning: Neil Bolick and other experts to share specific "how to's" for academically developing a plan for classroom implementation. Neil Bolick's time and the breakout discussions are per Professional Development-Faculty and Diogenes Café feedback. Pat Freeman is to e-mail information on the availability of *The World is Flat* on campus.

2nd afternoon: faculty, teaching staff, and interested non-teaching staff are expected to attend both sessions available. At least one of these sessions is recommended to be for division meetings/trainings per the enormously positive feedback received by Professional Development-Faculty.

Samantha Laney is preparing the menu. Copies should be sent to attending parties beforehand.

Taskforce Updates:

ESP

Will meet June 9 to set goals and budgets. There was discussion if key security was needed to be pursued; Melissa Quinley had investigated this before, and now there is a list of key holders and exit policy for returning keys with Cindy Moore (Human Resources). Susan Hendrick will survey to see if there is a perceived key problem.

Evaluation process updates for staff are hopefully going to be pursued by Cindy Moore after her new assistant is more fully trained and able to take some HR responsibilities.

Campus maps are to be updated by December and will thereafter be revised (if necessary) every spring. The maps will be printed here and housing frames could perhaps be molded by Nathan Fisher or Scott Brady (Welding and Machining Instructors).

Directional signs are needed on campus as well as in all buildings. Campus Life Taskforce had previously made fitness trail maps that are now in need of replacement.

Professional Development-Staff

Debbi Puet is conduct a needs survey of areas not attending Neil Bolick sessions at Convocation 1st afternoon to see need of number of workshops to be offered.

Professional Development-Faculty

(see **Fall Convocation** section of Minutes)

Academic Advising

Marisa Sudano is working to help with the possibility of online advising. There is a need for more new employee training for those who will be advisors, perhaps a block of time at the end of Orientation (Myra Johnson to follow up with Cindy Moore). There should be advising mentors in all divisions that do advising.

Learning Strategies

Representatives are off for the summer.

Assessment

The results from the Academic Dishonesty discussions have been shared campus wide. CCSSE results are to be shared in the fall. May 7th the taskforce met to discuss the need to redefine the role, goals, and vision of the group and to clarify the group's relationship to others such as QEP Steering. There is a need for an on campus expert who can keep up with assessment research and best practices.

Last year's focus was on the Information Literacy and Interpersonal Skills competencies; this year's will be History/Diverse Cultures and Writing Across the Curriculum.

There may also be focus on a resource for Rubrics and SACS preparation. Brett Parker and/or Kim Gold need to develop a proposed budget.

Campus Life

STD awareness pamphlets have been distributed across the campus. A large health fair is being planned for October with representation from various groups in the county including Rutherford Hospital.

It was suggested that 2 events for employees be planned per year.

Statistics from surveys on the “Global Awareness: China” done at Sports Day need to be shared.

Business and Industry

Judy Godfrey and/or Ralph Talbert may speak on campus either to TALC Leadership or at a designated special time regarding the new Data Center set to be coming to our area.

Other Issues:

TALC was begun officially ten years ago with the current name and logo. Does it need revision? Should campus wide meetings be shared by other taskforces (not just Assessment)?

The Fall Convocation activity will focus on the past of TALC and hopefully create more buy-in.

Taskforces are supposed to be sending updates to the college website.

Susan Hendrick suggested the new TALC chairs be told of position requirements.

Maggie Killoran said updates/buy-in/enthusiasm are ongoing; they begin in Leadership meeting and spread to the rest of the campus.

Carolyn Young stated that Taskforce expectations need to be laid out (what each focuses on and how each fits into TALC).

A Retreat away from campus was suggested.

Taskforces need to submit what they accomplished in the past year to the TALC Timeline by June 30th.

The next meeting is scheduled for July 1, 2008, at 2:30 in the Blue Room.