

TALC Leadership Minutes

11/12/08 2:40 p.m.

Blue Room: Bldg 6, Rm 112

Members Present: Marnie Beaver, Jay Coomes, Cindy Martin, Terry McEntire, Debbie Puett, Amber Thompson

Members Absent: Sandra Boyd, Ashley Day, Kelly Dedmon, Susan Foster, Dr. Patricia Freeman, Mike Gavin, Dr. Kim Gold, Thad Harrill, Susan Hendrick, Jo James, Dr. Myra Johnson, Dr. Karen Jones, DeWalt Koone, Stephen Matheny, Mike Saunders, Curtis Vance, Carolyn Young

Recorder: Robin Wiggins

Handouts: Agenda, TALC Budget Requests Revised 2008-2009, Teaching Matters workshop information

1. Old Business/Updates/Reminders

- Google Apps Calendars
 - Pass the information that there is a new way to get to your personal calendar from the Quick Links dropdown menu on the homepage
 - The Calendar link at the top of the homepage will not take you to your personal calendar
- Year of Reflection and Redirection/Recommitment
 - Responses to two questions: What is a Learning College? What is TALC? will be compiled by Mike and Debbie and posted on the website
 - This may turn into a two-year project
 - There have been a few proposals for new Taskforces
 - ✘ Continue to think about the other questions [on the handout from the May 27th mtg]
 - ✘ Continue to think about identifying Barriers to Learning – we will revisit this next semester

2. Taskforce Updates

- Professional Development Staff (Sandra Boyd)
 - Sandra e-mailed her report on workshops confirmed for Feb. 12: Green Earth, JING (software), Turning Point (software), Datatel Financial (Amy), E-Procurement (Purchasing - Trish), State Investing Options, New Security on Campus, WNCW, and Team Building Skills(activity - with some action & movement).
 - There are a couple more we are still working on: one on gang awareness and signs of gangs, and one on 'what are these rubrics'. The names of the above may change depending on the presenters' choice as to what to call their workshop.
 - Please let Sandra know if you have any ideas on workshops.
- Professional Development Faculty (Jay Coomes)
 - Met October 28th and discussed prioritizing the budget:
 - 1st is Professional Development in February
 - 2nd is strong consideration of a Great Teachers Retreat of sorts
 - 3rd is to have some monies for conferences that come up (ERCBEAC was cancelled, and Foundations is not offered this year)
 - For Professional Development February 12, 2009:
 - Jay will check on the possibility of hiring one of these three speakers for the topic of multigenerational/new millennial students (choice may be determined by contract terms and budget allowances): Marsha Shank, Fred Bayley, Laura Hamilton

- Depending on the length of the main program, Jay may also contact REaCH regarding the possibility of a workshop for learning how to gear instruction towards students in their program
 - Workshops coordinated in conjunction with Professional Development Staff may include a Gang Awareness (Rebecca Haney to check with SBI) and Team Building (light activities planned by Thad Harrill and Mike Gavin)
 - Debbie asked if the refreshments have been discussed yet, Jay replied that it hasn't been yet, so Debbie asked if this could be set by Christmas break; some suggestions were given, but the decision will be based on the budget
 - The System Office has asked Isothermal to host the next "Teaching Matters" workshops [handout from a previous workshop]
 - February 19, 2009, 9 am – 5 pm; maximum of 30 participants
 - Target audience includes new and adjunct faculty of Isothermal and surrounding colleges
 - They provide facilitators, registration fees include lunch, and Isothermal provides the location and staff to coordinate the event
 - Marnie asked if this could be setup as a class through ConEd; Jay will check on this
 - Terry mentioned that this fits into the Strategic Plan, and that we should spread the information once this event is coordinated
- Campus Life (Cindy Martin)
 - 'Holiday Fest' on December 11, 11:30 am to 1:30 pm in the Student Center; drop-in campus-wide social with cookies and music (we were asked to bring cookies to share); brief discussion of Administration's Holiday event regarding service awards and singing
 - In the spring the Taskforce will work on the fitness trail: considering the walking path to include the lake, removing some stops, redoing the signage to add motivational messages/distance/map
 - Spring events: diversity event to emphasize Senegal, and Sports Day tug-of-war activity
- ESP (Terry McEntire)
 - They are working on key security and policies for new hires and exiting employees; headed by Cindy Moore
 - Pictures in Datatel; cleared with Curtis Vance, security reasons, Kelly Metcalf was asked if it violates FERPA and it doesn't. Terry also mentioned that employees should have picture IDs, this decision went to Management Team, and there are some logistics to consider.
 - Amber brought up the topic of faculty/staff parking, and there was a brief discussion which included suggestions of parking fees and enforcement(personnel hours)/tickets
 - Two signage projects are underway:
 - Portable directional signage and outdoor campus maps; both under the direction of Susan Hendrick
 - Cindy asked if it is well known that the Student Center is both buildings 10 & 12
 - Amber mentioned that the maps should not use building numbers; some folks suggested names and numbers; Cindy mentioned that the building entrance signs designate the area/department; Debbie mentioned that they could abbreviate the names to 2 or 4 letters, like the listings in the schedules, and make sure the naming convention is standardized in all references
 - Staff evaluation process, directed by Cindy Moore, is still in the works with Assessment Taskforce and input from Professional Development Staff.
 - Mike Gavin and Noel Isham working on reducing postage costs.

- Terry and Mike Gavin working on a way to ID documents to give Isothermal credit for authorship without enforcing copyright and forcing others to ask us for permission to use items; let Terry know of any documents that need this ID
- Terry still sees a problem with the GroupWise addresses
- Vending machines in the Business Sciences building are still waiting for electrical outlets to be installed in order for them to be moved to a place of more accessibility for all, especially disabled students; Amber mentioned that a vending machine is needed in the IT building near welding and shop students

3. Next meeting

- Next semester: before Professional Development Day, February 12, 2009, but after Taskforce meetings
 - Tuesday January 27th was suggested; Debbie will get more feedback on this date since many were absent due to the Board of Trustees Retreat
- There will be three meetings in the spring, two in the summer, and three in the fall
- Brief discussion of support duties; Debbie will clarify roles with volunteers

4. Budget 2008-2009

- TALC Budget Requests Revised 2008-2009 [handout]
 - We will know more by January
 - Each Taskforce has their allowance, and they can spend it as they see fit, but if any monies is not going to be used, please give it back so that another Taskforce can use it; funds can be shifted
 - Let Debbie know how you feel about the budget
- Tap into resources, or use them more efficiently; an example may be to have a person who is sent to training or a conference to come back and share that information via round table discussions/workshops; another example would be to plan training that could involve more of the employees
- No one will be able to go to the League of Innovations this year

Meeting adjourned at 3:45 p.m.

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