

TALC Leadership Minutes

10/29/09 2:19 p.m.

Blue Room: Business Sciences Bldg, Rm 112

Members Present: Marnie Beaver, Jay Coomes, Vicki Covington, Ashley Day, Kelly Dedmon, Mike Gavin, Dr. Kim Gold, Cindy Martin, Debbie Puett, Robby Walters

Members Absent: Sandra Boyd, Susan Foster, Thad Harrill, Susan Hendrick, Jo James, Dr. Myra Johnson, Dr. Karen Jones, DeWalt Koone, Stephen Matheny, Terry McEntire, Mike Saunders, Amber Thompson

Guest: Alice McCluney

Recorder: Robin Wiggins

Handouts: Agenda

1. Budget/Travel

- Debbie Puett encouraged anyone who has requests to get them in, and the sooner the better
- Travel was discussed in College Council
 - There is money for travel, but it is on a limited basis
 - Taskforce chairs need to prioritize their requests
 - Requests should be sent to Debbie to authorize and send to Dr. Johnson
- Discussion about inviting a learning expert to be a speaker for this upcoming year; decided that it may be better to wait and reconsider this at a later date
- Discussion of benefits of professional development possibilities
 - Debbie mentioned that bringing speakers on campus is a better value since more employees benefit, but getting off campus provides better networking opportunities
 - Still plan on attending events, but weigh the benefits - consider cost, location, quality, etc.
 - Regional associations may provide other opportunities that are beneficial
 - Some went to ERCBEC last week
 - Great Teachers Retreat is very good and not too expensive; Jay Coomes will get details for next event at the end of February
- Reminder that each dept secretary can complete the travel forms, or the traveler can do their own, but e-requisitions can only be submitted by staff with e-procurement access

2. Taskforce Updates

- Learning Strategies (Ashley Day)
 - No updates
 - Questions about Summer Institute
 - In the past this has ran as self-support - last year through CE
 - Planning on it running it for our faculty regardless of offering it outside of campus
 - Yellow book usually runs in July
 - Attendance numbers: twenty-ish; we have a good number of our folks to attend; Jo James has list
 - Jo James will talk to Rowan-Cabarrus Community College and Patrick Henry in VA about co-sponsoring
 - The local public schools have always been invited to participate
 - The college provides facilitators, or brings in outside facilitators
 - During the discussion, possible speakers for other professional development events were mentioned, including Terry O'Banion, Sandy Schugart, Dr. Rawls, Mark Naron, the chair of the League of Innovations; some who are local may be more affordable if they are in the area
 - ✘ Think about who may be able to be a speaker for next fall and let Jay know any new ideas
- Professional Development Staff (Marnie Beaver)
 - Met on 9/29 – a lot of new members (18 total); reviewed goals and basic taskforce information
 - Gearing up for PD in February; 11 workshops are going to be offered; will confirm list at next meeting on 11/16
 - Debbie Puett mentioned the food budget for a light breakfast and lunch; the budget has not yet been discussed with Dr. Johnson
- Professional Development Faculty (Jay Coomes)
 - Taskforce has not met yet, but will soon
 - Amber Thompson and Sandra Boyd went to an ERCBEC conference; Amber gave a brief overview
- Academic Advising (Kelly Dedmon)
 - Have a meeting scheduled for next week
 - Considering eliminating the print version of the advising materials, so that they will only be available on the website, which will make it easier to update
 - Tentative agreement with Jo James for two students to work on a personalized flowchart of developmental courses to college classes; this interactive electronic tool could possibly be put out on the web for anyone to access (not connected to Datatel)

- Discussion about certain aspects of the video needing updating (some testing terminology, locations)
 - Suggestion to split it into two parts for ease in future updating
 - Alice McCluney, who is responsible for new student orientation, stated that she would like for all who are taking the COMPASS test to view the video after the test
- Discussion about ASSET Committee, policies, and changes to both
 - Questions were raised about the current name of the committee, the current members, retesting policies, and data to assess how well the state-mandated cutoff scores are working based on success of developmental students
 - Training can be arranged to ensure proper placement of students into developmental classes (last training was fall 2008 Convocation)
 - Not sure if this information is provided at new employee orientation, but training could be offered during the advising portion of the Datatel training; some suggested that this may be too much info for orientation
 - There should be a separate training for staff and faculty
 - ✘ Ask in your area for suggestions on the best place/time to present advising information
- Reminder that academic advising information is online; Datatel information on the Intranet needs to be updated, and all advising information needs to be organized together
- Assessment (Kim Gold)
 - Met once this semester
 - Portfolio week coming up [Nov 9-13] – an e-mail will be sent to students
 - They looked at Academic Integrity survey results from summer
 - Don't have a real serious problem - not a lot of cheating going on
 - Rubrics workshop on Professional Development Day in February
 - Terry McEntire and Elisabeth Barrows to teach
 - Good for newer faculty – in-depth info
 - Terry has been going to classes for personalized rubric help
 - If you know of anyone who needs
 - Instructors and students in class
 - Spring departmental sharing about assessment plans: incorporate general education competencies with program goals, and tying departmental reviews to budget
- Campus Life (Cindy Martin)
 - The Old Fashioned Family Fall Festival was successful
 - They continue working on fitness walking path

- Short-term goal is to cleanup & replace signage with help from Chester Melton, Cathy Alexander, and their students
 - Long-term goal is to re-route path & beautify
- Recycling subcommittee working on a program; still needs to find out what plans administration has for recycling
- They are still considering new ideas for the spring semester: health awareness in conjunction with new year's resolutions, cultural and environmental awareness activities, and SGA-sponsored events
- Mike asked if Campus Life is working on a Frisbee golf course on campus; they are not, but if anyone hears about this let him know
- ESP (absent)
 - Terry McEntire sent the taskforce's last meeting minutes to Debbie Puett to report; Dr. Gold added update information; *denotes at least part of this item was shared
 - Continued business:
 - *Vending Machines - everyone seems to be happy with them; CE still does not have access for change for \$5; Cindy Moore to look at possibility of change machines
 - *Coffee Machines - still need in bottom of Business Building, but will need water lines placed; Cindy Moore to check with Stephen Matheny
 - *Debit Card usage at Patriot's Plate - at this time, the owner states that there is not enough business to sustain machine for debit cards; owner states that if business remains steady, he will look at possibility of obtaining an ATM machine
 - *Frames for Maps - Susan to obtain; may need money for display cases
 - *Staff Evaluations - trying to get a standard staff evaluation; Cindy working on, but needs to collaborate with Dr. Kim Gold before they are presented. *They are working on a timeframe.
 - *Keys - Rick, Cindy, Mary Ann, and Deborah met to discuss key card and see if it could be placed on the web, but it could not be tracked. Greater flexibility on access needed. *Looking at installing proxy card reader on some doors; many benefits: lost cards can be deactivated, cards can have day/time restrictions specifically set to Isothermal's and other universities' adjuncts' teaching schedules
 - *Textbooks [shared at mtg, but not in minutes] - brief discussion on issues with rentals (space and startup costs); possibly consider eBooks
 - *Parking remains a major problem; Dr. Kim Gold to talk with Stephen Matheny to get a count on the number of parking spaces, number of students, and number of faculty. *Parking issues are addressed

through planning on the college's long-term plan; it will be addressed as quickly as it can be

- Student Picture ID's - "ID Works Program" Sheila and Curtis to check on printer compatibility
 - Campus Maps - black/white tear-off sheets available from Print Shop
 - Portable Signs - do we need more? Chester has 5 made, and is making more; Tina is working on getting the letters/numbers
 - Air Ducts - Chris stated that maintenance cleaned the outside, but they need to be cleaned out thoroughly from the inside [to maintain air quality] Chris to check into having them cleaned/checked
 - Campus Directory - cluttered, not user friendly; will continue to work on it; Employee Roster will also be updated and revised; Cindy Moore to continue to work on these
 - Unloading Zones - Mary Ann had e-mailed Stephen Matheny; not every building has a space for loading/unloading
 - Datatel Certificates - are there any areas that could use them? Big need for students on Dean's list as well as for CE use
 - Contact for Computer Services - at this time the contact is still Curtis Vance; working on hiring replacement
 - Groupwise title/location update & revisions - Cindy to go over, then it goes to Jeff McEntire
- New business:
- *On-Line Student Registration (WebAdviser) - Dr. Kim Gold to address at distance education meeting; *will be addressed after hiring the new database administrator
 - Designated Non-Smoking - signs are at all doors; but they do not always show where you CAN smoke; Jamie to look for "clearly marked smoking areas" throughout campus
 - Officer Observations - rooms filled with computers, but not locked; reminder to lock all doors
 - As of 10-01-09: Illegal not to recycle plastics - how will we abide by this? Campus life will work on it to get receptacles for plastics
 - Concern related to bathroom paper towels - they are "napkin packed" and when you try to get one, you get a whole stack - ending up with a lot of misuse; also concerned about soap dispensers; will also look at other options and prices; Nathan to look up purchasers for other types of dispensers, as custodian has told Terry that "that's just the way they are." Will also ask Stephen if any other options, such as the one's that DSS uses; once this info is obtained, it will be passed onto Stephen Matheny

- H1N1 - College Counsel addressing; Mike Gavin sending e-mail reminders about how to remain healthy and avoid catching H1N1
- Sexual Assault – Procedures should be in place; Donna Hood to verify
- Campus Security - Sheriff's Department is providing someone until 10:00 PM
- Student Information Kiosk – used to be in library; Jeanette Cheshire to look at what it had before and what it might need now
- Technology Report Robby Walters
 - Goal is by 1st of December for Datatel position to be filled, then look at WebAdvisor; talking to other colleges about the software; still need to decide on the different modules/components - student registration online is only one component (there are many)
 - Also looking at installing Windows 7 starting in the spring semester
 - Looking at network needs
 - Future goals – standardized desktop, centralized to IT, printers, and applications
 - State looking at different e-mail application
- ACA Steering Committee (Alice McCluney)
 - All departments are represented on the committee
 - Some talk of going to a published book
 - Part of strategic plan stopped due to budget including distance learning component, Kelly Hargett to teach it completely online this spring
 - Possibly have the professional development workshop this August
 - Not sure of how to address the financial aid section because Jeff Boyle can't do sessions in the spring
 - Suggestions included recording a session in camtasia, having one day and one night open session for all ACA sections to attend for Q&A, seeing if Linda Knippa can give workshops, and making it part of the ASSET orientation
 - Marnie Beaver mentioned that the State Employee's Credit Union will start offering free help with the FAFSA
- Debbie thanked everyone for their hard work for the college

3. Next Meeting

- Wed., Dec 2 at 2:15 pm in the Blue Room

Meeting adjourned at 3:35 p.m.

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