

## TALC Leadership Minutes

06/18/09 1:05 pm

Blue Room: Business Sciences Bldg, Rm 112

**Members Present:** Marnie Beaver, Sandra Boyd, Jay Coomes, Mike Gavin, Dr. Kim Gold, Dr. Myra Johnson, DeWalt Koone, Cindy Martin, Debbie Puett, Amber Thompson, Curtis Vance

**Members Absent:** Vicki Covington (added), Ashley Day, Kelly Dedmon, Susan Foster, Thad Harrill, Susan Hendrick, Jo James, Dr. Karen Jones, Stephen Matheny, Terry McEntire, Mike Saunders, ~~Carolyn Young~~ (removed)

**Guest:** Alice McCluney

**Recorder:** Robin Wiggins

**Handouts:** Agenda

### 1. TALC Goals 2009-2010: What do we want to accomplish?

- Debbie asked for input on goals; budget input will come from Dr. Johnson
  - Taskforce Chairs should discuss this with their Taskforce; it was mentioned that Taskforce goals could lend input into defining TALC goals
  - Discussion included a continuation of the reflection/redirection/recommitment and a reminder of the basics so as not to lose sight of our fundamental goals
    - Revisit the meaning/purpose of TALC in order to reinforce why we're here (introduce it to those who are new)
    - Renew interest – get folks excited about being involved
    - Set priorities and look at what can realistically be accomplished
    - Work as a team/pull together; stay positive; be supportive; provide hope
    - Rejuvenate assessment (academic & service areas)
    - Continue professional development
    - Awareness of learning barriers including advising, new students bring unique opportunities to help respond to new challenges; barriers to learning including health, wellness, and stress
  - ✘ Continue to brainstorm ideas and send them to Debbie Puett

### 2. Taskforce Budget and Goals

- Reminder that these are due by June 30<sup>th</sup> and are flexible, especially since there isn't a set budget yet
  - Prioritize, be realistic, be creative

- Dr. Johnson encouraged all Taskforce Chairs to plan their budget with the expectation that changes could have to be made, and with the knowledge that the college will continue to invest in TALC and professional development
- Campus Life
  - Fall 2009: HealthFest (with nursing), Old Fashioned Fall Festival
  - Spring 2010: Earth Day (40<sup>th</sup> Anniversary)
  - Full year: support SGA activities, campus beautification projects, walking trail (particularly the exercise stations and mile markers)
  - A suggestion was given to provide distance signage for the hallway around the gym (and anywhere else)

### **3. Google Calendar**

- A meeting was held 6/17/09 to discuss campus events and calendars
- There are two basic issues: campus events not being announced and calendar usage/effectiveness
  - It is important to inform the college community about campus events; an effort needs to be made to share information effectively
  - Mike Gavin will have an information sheet ready by Fall Convocation that will serve as a reminder to folks to use the calendars, and will explain the calendars, type of events for each, contacts for each, which are public or employee only, and brief instructions by Curtis on how to access and manage calendars and features
  - Curtis Vance changed the “Isothermal Campus Events” calendar to “Academic Calendar” – this one contains the events listed in the Student Handbook
  - Mike mentioned that the calendar could be used as a tool to encourage Taskforce meeting/event participation
  - Brief discussion of other Google calendar features including automatic e-mailing a daily agenda, text reminders to cell phones, pop-up reminders, etc.
  - Curtis spoke with Dana Whitehair about setting up a calendar for the radio station and will talk to Russell Wicker about the Foundation calendar

### **4. Fall Convocation**

- Jay Coomes mentioned that there has recently been two meetings to discuss the changes
  - Dr. Johnson mentioned that administration wanted to include the revised Mission, Vision, and Values as a focus
  - Dr. Johnson also mentioned that there has been a lot of discussion over how to fulfill the 10 hours of furlough to employees; the recommendation to be submitted to (and approved by) the Board of Trustees at the June 30<sup>th</sup> meeting will be to:

- provide faculty 7.5 of their 10 hours of furlough on Friday, August 14<sup>th</sup>; it was decided that it was best to use one of the two days of professional development (attend Thursday and have Friday off); and
- assign staff furlough to be taken on the half day before Thanksgiving and the half day before Christmas break – this also accounts for 7.5 hours of the 10 hours of furlough
- Convocation will be Thursday, August 13<sup>th</sup>, 8:00 am to 4:30 pm, tentative agenda:
  - Light breakfast (family-style), welcome, announcements
  - Presentation of awards
  - Mission, Vision, and Values
  - Workshops: go green and money-saving tips (for work and home)
  - Lunch (picnic theme)
  - Team-building activities
  - Gang awareness workshop
  - Health issues workshop
  - Health and wellness awareness workshop
- The other workshops that were planned for the second day will be held throughout the semester or in February; offering them on Fridays may work well; staff participation will be encouraged; accommodations can be made for staff coverage from work areas
  - Moodle training may be held the afternoon of the 2<sup>nd</sup> day of registration (August 18<sup>th</sup>)
  - Google calendar sessions will be held to encourage use of the calendars
- It was asked that the catering information be given to Samantha Laney as soon as possible; we were reminded that we should order from a local caterer [purchase from local suppliers as much as possible]

## **5. Taskforce Updates**

- Campus Life (Cindy Martin)
  - Environmental Awareness event in April went well
  - Old Fashioned Fall Festival
  - HealthFest
  - Earth Day
  - Support SGA activities
  - Campus beautification projects, walking trail
    - Mike Gavin previously announced that he is the representative for NCCCS' new Code Green initiative, and mentioned here that depending on the scope of the projects, he may ask Campus Life for support; it was also mentioned that Noelle Hoyle is heading a sub-committee for environmental awareness/recycling

- ESP (absent)
- Learning Strategies (absent)
- Professional Development Faculty (Jay Coomes)
  - Convocation information already shared
- Professional Development Staff (Sandra Boyd)
  - Convocation information already shared
- Assessment (Kim Gold)
  - Since the last meeting [March], Dr. Gold has contacted a service that provides assistance with compiling results from assessment plans; they e-mailed a quote for the cost of this service, and Dr. Gold may look into applying for grant money to cover this expense
  - Portfolio Surveys (including rubric usage) from the campus-wide meeting have been compiled and will be presented in the fall
  - Student evaluation of services is ready for distribution through student e-mail, and includes questions from student services, library services, academic integrity, and IT services [related to helpdesk and e-mail]; data collected will be shared in the fall
  - End-of-course student evaluation for online instruction is ready for distribution through Moodle; Curtis presented the form to the Deans last Tuesday
  - Isothermal's 5<sup>th</sup> year report is due in 2011; the QEP Steering Committee will be working with the Assessment Taskforce on this
  - Elizabeth Barrows and Terry McEntire are preparing a workshop on using rubrics for newer faculty to be presented this fall
- Academic Advising (absent)

## **6. TALC Timeline**

- ✘ Send Debbie Puett your 2008-09 Taskforce items to be included in the TALC Timeline
- Send items by June 30, 2009

## **7. Next meeting:**

- Thursday, July 16, 2009, 1:00 pm, Blue Room

**Meeting adjourned at 2:20 pm**

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