

TALC Leadership Minutes

7/16/09 1:04 p.m.

Blue Room: Business Sciences Bldg, Rm 112

Members Present: Marnie Beaver, Jay Coomes, Dr. Kim Gold, Dr. Karen Jones, DeWalt Koone, Debbie Puett, Curtis Vance

Members Absent: Sandra Boyd, Vicki Covington, Ashley Day, Kelly Dedmon, Susan Foster, Mike Gavin, Thad Harrill, Susan Hendrick, Jo James, Dr. Myra Johnson, Cindy Martin, Stephen Matheny, Terry McEntire, Mike Saunders, Amber Thompson

Recorder: Robin Wiggins

Handouts: Agenda

1. TALC Goals 2009-2010

- Debbie Puett reflected on the discussion of goals at the last meeting
 - She mentioned that they were good, and that it is like a challenge to do the best with what we've got, to be creative, and make things happen
 - ✘ Debbie encouraged taskforce chairs to make plans for the upcoming year and send them to her

2. Taskforce Budget and Goals – DUE!

- No one turned in a budget except Learning Strategies (Jo James)
- ✘ We need to have a list of taskforce activities, just in case we have some money to use; if we don't have money for the activities, then the list can be carried over to the next fiscal year
 - Usually, majority of the TALC budget is spent on travel, which is the first to be cut, but we can still include travel on the list
 - For a summary of suggestions, refer to the list from the last meeting

3. Fall Convocation

- Jay Coomes stated that all is falling into place well, with one minor road block: the presenter for the money-saving tips workshop is unavailable that day
 - ✘ Suggestions were given, but let Jay know if you know of someone who can adequately cover this workshop
- Samantha Laney is working with the caterers; they are receptive about a family-style breakfast and are providing healthy choices for lunch
- The rest of the workshops are set:
 - Go Green – Frank Chyz
 - Gang Awareness – Andy Millard
 - Health Issues – hospital staff
 - Wellness Activity – Cindy Martin and Donna Harrison
- Dr. Gold will help with the agenda and scheduling the times
 - Administration asked to move the schedule times out to give them ½ hour more; some presentations may happen during lunch to stay on track for the afternoon
- Debbie asked what the agenda looks like, Jay mentioned:

- The welcome and breakfast will be at 8:00 a.m. with the food on the table
- Followed by remarks, Golden Apple Awards, introduction of new staff, and a report on our Mission, Vision, and Values, which will conclude around 11:30
 - Any new staff members who were introduced at the February professional development will not need to be introduced again
- There will be a break, then lunch; due to time constraints, some of the presentations may be given while we are eating lunch
- In the afternoon there will be a team building exercise, followed by a breakout session on health issues (gender specific), and a wellness activity will be the final session
- All sessions will be held at the Foundation; some of the activities will include movement, so the lobby will be cleared while we are in the auditorium for the gang awareness session
- Debbie remarked that the Professional Development Taskforces have done a very good job

4. Taskforce Updates

- Academic Advising (absent)
 - Kelly Dedmon noted in an e-mail that Carolyn Young is no longer the co-chair, Vicki Covington is now the new co-chair
- Assessment (Kim Gold)
 - The taskforce hasn't met since the last meeting [March]
 - Dr. Gold is working on a budget
 - The Barbara Peterson Portfolio Award has been given to six students, all Arts & Sciences
 - An award can be given to any student whose portfolio the meets the criteria
 - We are finally bringing portfolio to a full circle
 - The revised Student Services e-survey has been distributed by Curtis Vance through student e-mail; this survey contains questions from Student Services, the Library, Academic Integrity Committee, and IT Services; we have rec'd 77 responses for the summer semester
 - Jay Coomes brought up the question about Convocation evaluations, should they be general or session-by-session?
 - Discussion about them being simple and brief; since there are only six sessions in the afternoon, we will have one form for all six sessions; presenters like feedback, so there will be a section for general comments like last year
- Campus Life (absent)
 - The taskforce hasn't met this semester; still planning same activities [HealthFest, walking trail upgrades, Fall Festival, etc.]
- ESP (absent)
- Learning Strategies (absent)
- Professional Development Faculty (Jay Coomes)
 - The taskforce will be submitting a budget
 - ERCBEC is scheduled October 21st – 23rd; they are hoping to send at least one or two faculty members; registration is not posted yet, nor the program, only the date is set
 - They would like to send some faculty to the Great Teachers Retreat, February 2010

- Discussion about any professional development being planned for next summer, and Dr. Gold replied that the Summer Institute is scheduled to be held June 2010; this is self supporting and is low cost, so we may do this in-house
- Dr. Jones mentioned that the SACS Conference will be in Atlanta, Georgia in early December; it is a great conference, very practical, and we are coming up on our fifth year report in 2011
 - Dr. Gold mentioned that a four-person group is going, but the budget will not come from TALC because the conference is directly related to those positions
 - Discussion about the benefit of faculty going to the conference, and it was mentioned that SACS used to be faculty driven, but is now more administratively driven
- Professional Development Staff (absent)

5. TALC Timeline – PAST DUE!

- Not many have been turned, only ones from Assessment, Campus Life, and ESP Taskforces
- ✘ Please send, so the update can be made this summer (updates are usually in the summer for the previous year)

Other Items:

- Mike Gavin e-mailed Debbie Puett:
 - He was asking if there's anything he can do to help at Convocation,
 - And Mike mentioned that he will have the Google calendar information sheets to put on the tables on with the catalogs
 - There was discussion about the catalogs being on the tables with the food; Jay will discuss this with Mike
 - Mike also mentioned that the Facebook response was good; there are more than 170 fans, which is more than the number of staff who open an "everyone" e-mail
- Jay asked about sending out the information for Fall Convocation, so that everyone would know the details; it was mentioned that an announcement usually comes from Dr. Johnson, and that any information can be sent to Dr. Johnson to include in her announcement, or it can be sent out separately, but it should go about before summer semester ends

6. Next Meeting: Fall Semester

- ✘ Instructors need to send their teaching schedules to Debbie Puett to set the fall semester meeting dates

Meeting adjourned at 1:40 p.m.

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