



Minutes
TALC Leadership Team Meeting
April 24, 2008

Members present: Debbie Puett, Dr. Patricia Freeman, Mike Gavin, Sandra Boyd, Jay Coomes, Susan Hendrick, Jo James, Brett Parker, Erin Riddle, Jamie Spratt, Amber Thompson, and Bret Watson. Angela Marlowe acted as secretary.

Announcements:

Debbie Puett welcomed Amber Thompson, co-chair of Professional Development – Faculty, to the TALC Leadership Team.

Jo James announced that Erin Riddle is stepping down as co-chair of Learning Strategies Taskforce and Ashley Day has volunteered to assume the role of co-chair.

Brett Parker announced that he would not be chairing the Assessment Taskforce next year.

Taskforce chairs and co-chairs not planning to continue their role another year were asked to let Debbie know as soon as possible. She requested the taskforce chairs to begin thinking about their vision and goals for next year. She also felt that now was the time for the TALC Leadership Team, as a unit, to begin thinking about where we've come, what we've accomplished, and where we want to go from here.

Taskforce chairs were asked to begin planning for next year's budget (FY 2008 – 2009) and be prepared to submit their budget requests very soon.

Debbie suggested inviting Amy Penson to the next TALC meeting to explain how to spend state funds and what we can and can not spend state funds on. The TALC Leadership Team recommended that Debbie contact Amy and invite her to the first meeting this fall.

Debbie announced that the I-clickers have been purchased and will be used during professional development day. She plans to put together an ad hoc committee to help develop activities for professional development day. The I-clickers will be available for faculty to checkout and use in their classrooms as well.

TALC Website Update:

Mike Gavin reported that Debra Jones has redesigned the TALC page. Anyone not familiar with TALC or what a learning college is, there is a link to “Frequently Asked Questions about Isothermal” on the Isothermal’s homepage.

2007 – 2008 Budget:

Upcoming conferences scheduled for this year’s budget are as follows:

- **NISOD** – Initial plans were to send two people to Austin, TX, in May. Kelly Dedmon will be attending and hopefully one more person.
- **Alverno** – Jeremiah Council will be attending in June (Milwaukee, WI)

Meetings Calendar and Google Applications:

Debbie announced that the meetings calendar currently being used will no longer be available. She received an email from Kenneth Odom that the library server is almost full and space is needed to house other information. Google applications is being considered as an option to house the campus meetings calendar.

A demonstration was given on how to access the meetings calendar (which can be overlaid on top of your personal calendar) through Google Applications. Debbie felt that the Google applications calendar was simpler to use than the current meetings calendar because it interfaces with everything else. It gives you the option to share or not to share your personal calendar with other people within your department and you can add your own events.

Fall Convocation:

While Brett Parker was at Chapel Hill attending a conference, he had an opportunity to talk with Neil Bolick. Neil is looking forward to coming August 12 (afternoon session for everyone) and August 13 (morning session for faculty and any interested staff) for fall convocation.

The topic “Roots of 9-11” and Neil Bolick coming to do a mini-presentation for the TALC Leadership Team were revisited. After a lengthy discussion, a meeting was tentatively scheduled for May 27 at 2:00pm (Blue Room of Business Sciences) for Neil to come and address the TALC Leadership Team. Jo James was asked to contact him to see if he was available that day (or alternate dates from him if unavailable) to come and give a synopsis on “Roots of 9-11” and possibly two other topics.

Campus Life:

Bret Watson reported that this semester the biggest event was preparing for Sports Day (April 17) and providing several activities. One Hundred Twenty-six (126) students completed a general question survey relating to their knowledge of China. Overall it was a success.

The taskforce will meet April 29 (Tuesday) to begin planning a Health Fair scheduled for October 16 (Thursday).

ESP:

Susan Hendrick reported that at their last meeting the taskforce discussed the following projects:

- **Portable Directional Signs** – They are having difficulty locating companies listed on e-procurement. Rhonda Davis called a company to see if they would register on e-procurement; however, they were not interested. At this time, they have postponed ordering portable directional signs and sign cases.
- **Postage Costs** – Noel Isham is going to contact Mike Gavin for pertinent information regarding bulk mailing. They hope to find ways on how to save money on bulk mailing.
- **Faculty IDs** – Approval has been given to have picture IDs produced for faculty.

Professional Development – Staff:

Sandra Boyd reported that the taskforce met on April 14. Possible workshop topics include: “Do you know....?”, “Do you know how to.....?”, Green Earth – recycling, Datatel, Moodle, and E-procurement.

Professional Development – Faculty:

Jay Coomes reported no new business since the last TALC meeting.

Academic Advising:

Jamie Spratt reported that the taskforce met on March 14. There’s a delay on the new student orientation and advising / registration is undecided as far as what the process is going to be. Therefore, the implementation is very difficult. They plan to coordinate with the IT department for a web advisor demonstration.

Jamie announced that he is stepping down as co-chair of Academic Advising taskforce. He is seeking nominations from members concerning chairmanship and if anyone is interested to let him know.

Learning Strategies:

Jo James reported that Senegal will be the focus for next year's country. Last semester, her web design class had a competition for Senegal websites. The winner will be notified over the summer and their website will be posted in the fall on Learning Strategies website as a link to open the Senegal site for one academic year. Jo asked for judges to view 7 – 9 websites and choose the best. Mike Gavin, Erin Riddle, and Brett Parker volunteered to assist.

Assessment:

Brett Parker reported that the taskforce will meet on May 7 at 3:00pm in the Blue Room of Business Sciences to discuss the future of the assessment taskforce.

Business and Industry:

There was no report from this taskforce.

Meeting Schedule:

Debbie is soliciting possible dates for TALC Leadership Team to meet twice this summer.