



Minutes  
TALC Leadership Team Meeting  
January 30, 2008

Members present: Debbie Puett, Dr. Myra Johnson, Dr. Patricia Freeman, Stephen Matheny, Mike Gavin, Cathy Alexander, Marnie Beaver, Jay Coomes, Susan Hendrick, Jo James, Karen Jones, Maggie Killoran, Brett Parker, Erin Riddle, Curtis Vance, and Carolyn Young. Angela Marlowe acted as secretary.

**Announcements:**

Debbie Puett welcomed new members of the TALC Leadership Team: Dr. Patricia Freeman – Vice President of Academic and Student Affairs, Stephen Matheny – Vice President of Administrative Services, and Curtis Vance – Director of Information Technology.

The ACA Focus Assessment Results for Fall 2007 were emailed to the TALC Leadership Team for their perusal and address in their taskforce.

The taskforce chairs were requested to email or bring to the meeting a list of any activities they currently had in the works that would require budget money and an estimated cost for the remainder of the year.

**Datatel Update:**

Maggie Killoran reported the following:

- **Datatel R18** – the new release has been installed and operating with minor problems. The academic standings (Dean's List, Director's List, and Academic Alert) are not working correctly for fall 2007 term. A help desk ticket was submitted to the system office and we are still waiting for them to resolve the problem.
- **PSPR Mnemonic** – Advisors can now do a quick degree audit through PSPR (Proposed Student Program) when advising their students. Kelly Metcalf will be offering another training session on March 18 for advisors who were unable to attend the first training session.

**Datatel Update (continued):**

- **WebAdvisor** – the quest still continues for WebAdvisor which would provide students the ability to register online. Curtis mentioned that he, Vickie Hoyle, Cindy Moore, Donna Hood, Kelly Metcalf, and Jamie Spratt attended training at Wilkes Community College on January 28. They were advised that the implementation would take 12 to 18 months to fully implement it one step at a time. The general consensus of the group was to run it in test mode and then approach administration with a recommendation and a plan to implement it.

**Technology Update:**

Curtis Vance shared the first statistics on the student help desk from fall 2007 semester. Students having trouble accessing Moodle or email called the toll free number (866-471-4251) to speak with a technician for assistance.

**TALC Website Update:**

Mike Gavin reported that the committee has not met since the last TALC meeting. Their first meeting is scheduled Thursday, February 7, from 1:00–2:00pm and will be held in the Presidential Board Room.

**Professional Development Day (February 12):**

Jay Coomes reported that both PD–Faculty and PD–Staff taskforces have been involved in planning the agenda for professional development day. The TALC Leadership Team received a copy of the tentative agenda for the day’s activities. Dr. Iwana Guess Ridgill will be presenting two afternoon sessions “Avoiding the Lucy Syndrome: Excellence in Customer Service” and “Take This Job and Love It!” for everyone.

The TALC Leadership Team also received a list of workshops for the morning session. Marnie Beaver reported that all employees would select one workshop from the 9:00am time frame and one from the 10:30am time frame.

**Academic Advising:**

Carolyn Young reported that the taskforce is presenting an “Academic Advising Overview” workshop on February 12 for Professional Development Day. New employees, hired within the last three years, are encouraged to attend. Karen Jones stated that it would be very beneficial for new employees to consider attending the ACA workshop as well.

**Assessment:**

Brett Parker reported that the taskforce met on January 23. Campus-wide assessment meetings and upcoming topics are scheduled as follows:

February 18	Long-Range Plan (John Quinley)
March 17	CCSSE Update (John Quinley)
April 14	Academic Dishonesty / Information Literacy / Writing across the Curriculum (Elizabeth Barrows and Barbara Peterson)

Tommy Tucker attended an assessment conference recently in Indianapolis, IN. He plans to present this valuable information regarding the future of electronic portfolios (advantages and disadvantages) at one of the campus-wide meetings.

**Business and Industry:**

There was no report from Business and Industry taskforce.

**Campus Life:**

Stephen Matheny announced that the March of Dimes will be held on April 19 (Saturday). Mike Gavin stated that we have two volunteered team captains, Kim Gold and Brett Watson, who will be assisting in putting this together. More details will be forthcoming after Kim attends the kickoff meeting next week.

Sports Day (April 17) will be spotlighting China as this year's country of interest to promote global awareness. The taskforce is planning to have an "informational table" placed in an area with informational facts about the country to increase international awareness.

**ESP:**

Susan Hendrick reported that the taskforce met on January 14 (Monday). She gave an update on the following projects:

- **Campus Maps** – The campus maps are being finalized by Amber Thompson's drafting students and will be available for display in lockable boxes on the outside of each building at various locations.
- **Staff Evaluation** – Cindy Moore is putting together a subcommittee to help improve the staff evaluation form.
- **Standardization of Forms** – Paula Walker and Chris Koone met with Kelly Metcalf and Cindy Moore after reviewing several college forms on the intranet as well as other forms identified as needing corrections or updating. Both Kelly and Cindy volunteered to undertake updating all forms.

**ESP (continued):**

- **Postage Costs** – Rhonda Davis contacted Cindy McKinney, Spindale Postmaster, to request training on US postal regulations and cost reductions. As a result, an “Optimizing Your Mailing Skills” workshop is being offered as one of the options for Professional Development Day.

**Learning Strategies:**

Jo James reported on the following:

- **Instructor Resources** – The Moodle repository for faculty is still ongoing and is beginning to take shape. Ashley Day and Rick Childress are considering conducting an electronic round table later this spring.
- **Global Awareness** – Bulletin boards are being displayed across campus highlighting the different aspects of life in China (Olympics, Physical Education and Health, Business and Industry, Education, etc.). The taskforce will be featuring one country per year to promote global awareness.
- **World View** – Jo James will be participating in an online program for globalization of the curriculum in June. She plans to ask several members from the LS taskforce and possibly a person from Diogenes to attend as well.
- **Global Leaders Conference** – is scheduled June 15 –20 and will be held at UNC-Chapel Hill.
- **Cooperative Learning Institute** – is scheduled June 9–12 and will be held at Isothermal Community College in conjunction with Patrick Henry Community College, Rowan-Cabarrus Community College, and Cleveland Community College.

**Meeting Schedule:**

Thursday, March 13 at 2:30pm in the Blue Room  
Thursday, April 24 at 2:30pm in the Blue Room