



Minutes
TALC Leadership Team Meeting
November 28, 2007

Members present: Debbie Puett, DeWalt Koone, Mike Gavin, Sandra Boyd, Jay Coomes, Susan Hendrick, Jo James, Brett Parker, Erin Riddle, Jamie Spratt and Debra Jones (special guest). Angela Marlowe acted as secretary.

Because the vice presidents are not automatically a member of TALC Leadership Team, Debbie suggested having both vice presidents be part of TALC Leadership. The purpose for including both vice presidents is a matter of communication and them being aware of what's being discussed in the meetings. After a brief discussion, the general consensus of the Leadership Team was to extend the invitation to Dr. Patricia Freeman, Vice President of Academic and Student Affairs, and Stephen Matheny, Vice President of Administrative Services to be a part of the TALC Leadership Team.

TALC Website:

Because interest has been expressed in upgrading the TALC Website, Debra Jones was invited to the TALC meeting for guidance as ideas were being discussed. After a lengthy discussion, an ad hoc taskforce was created to oversee and design this project. Mike Gavin volunteered to spearhead this effort. Marnie Beaver also expressed interest to be involved. Several of the TALC Leadership members suggested that Tiffany Cooper, Scott Hutchins and Cathy Alexander be considered as part of this project.

Plagiarism 101 Conference:

Debbie announced that the audio conference (held at 1:00pm today) on how to prevent plagiarism was very informative. A link to the conference materials was sent via email to the TALC Leadership Team for their observation. They were asked to let Debbie know whether they thought academic dishonesty was an issue on our campus.

Assessment:

Brett Parker reported that the taskforce held its final campus-wide assessment meeting for the semester on November 19 (Monday). Their taskforce does not plan to meet again until January. John Quinley is planning to present a CCSSE update in January. One of the conferences being considered is the National Institute for Staff and Organizational Development (NISOD) which will be held in Austin, TX.

Business and Industry:

There was no report from Business and Industry taskforce.

ESP:

Susan Hendrick reported the following:

- **Campus Maps** – members have decided to purchase fifteen 11 x 17 lockable boxes for displaying college maps on the outside of each building at various locations. Amber Thompson's drafting students are trying to finalize the campus map.
- **Faculty IDs** – The need or desire for faculty IDs is being investigated.
- **Pictures in Datatel** – Investigation continues about adding photos in Datatel. Susan verified with Kelly and student ID photos are acceptable in Datatel.
- **Postage Costs** – Rhonda Davis and Noel Isham are going to contact Cindy McKinney, Spindale Postmaster, to request training on US postal regulations and cost reductions.
- **Standardization of Forms** – Paula Walker and Chris Koone continue reviewing college forms on the intranet and submitted forms for consistency making sure they are correct (e.g., having no need of social security number).

Learning Strategies:

Jo James reported the following:

- **Instructor Resources** – Ashely Day and Rick Childress are putting muscle on the skeleton. They have it categorized based on different types of teaching styles and strategies and techniques that can be used in the classroom. A workshop is being planned next fall.
- **Global Awareness** – The taskforce continues its focus on promoting and increasing global awareness. In the spring, they plan to display bulletin boards across campus (at least one per building) focusing on the different aspects of life in China. Due to the Olympics in Beijing, China is the country being featured for this year's Sports Day.
- **World View** – The taskforce is going to write a grant proposal for a world view grant to be able to get access to on-line resources through the Kalamazoo Michigan Community College On-line Repository for Teachers.

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Professional Development – Faculty:

Jay Coomes reported that the taskforce has not met since the last TALC meeting. However, the taskforce is still proceeding ahead with plans for February's Professional Development Day.

Professional Development – Staff:

Sandra Boyd reported that the list of proposed workshops distributed in the last meeting, eight of the workshops have been confirmed. They plan to offer approximately 10 workshops for Professional Development Day.

Academic Advising:

Jamie Spratt reported that the taskforce plans to offer an advising orientation workshop for all new employees and interested individuals for professional development day. They continue working on the advising syllabus for students. Jamie plans to contract Debra Jones about revamping the student webpage.

Campus Life:

There was no report from Campus Life taskforce.

Meeting Schedule:

Wednesday, January 30, 2008 at 2:30pm