



Minutes  
TALC Leadership Team Meeting  
October 31, 2007

Members present: Debbie Puett, DeWalt Koone, Marnie Beaver, Sandra Boyd, Jay Coomes, Susan Hendrick, Jo James, Karen Jones, Cindy Martin, Jamie Spratt, Susan Vaughan and Carolyn Young. Angela Marlowe acted as secretary.

Debbie reminded the taskforce chairs to continue sending their minutes to Debra Jones for posting on the TALC website.

**Miscellaneous:**

A one-day workshop on “Service Learning” will be held at Central Piedmont Community College on November 15. The workshop will feature hands-on learning and strategies to implement service learning programs on campus and in communities. An email was sent earlier to the TALC chairs asking if interested to let Debbie know. Karen Jones, thus far, expressed interest in attending.

**TALC Website:**

Taking a technology class this semester gave Debbie cause to observe the TALC website. As an excellent marketing tool for Isothermal Community College, she suggested having the website upgraded (making it eye-catching and appealing) and inviting Debra Jones to the next leadership meeting for guidance in upgrading the website. Debbie asked the Leadership Team to be prepared to present and discuss their innovative ideas to Debra. Some of the ideas discussed, thus far, were to have a link from the homepage going directly to TALC, explain what TALC means and what is TALC, and possibly look at other websites as well (to borrow ideas).

**Technology Update:**

Susan Vaughan reported the following:

- **Datatel R18 Implementation** – This continues to require much time and effort of IT staff and they appreciate your patience during this current, ongoing project.

- **Lifelong Learning Center Building** – IT staff continue to work on video conferencing installation in two classrooms. The wireless installation and network printer installation are complete and testing has been completed on most systems.
- **Business Sciences** – IT staff have worked with networking instructors to improve network security in student labs through segmentation of the college network.
- **Business Office** – IT staff continue to work with the Business Office to implement compliance measures for credit card payment.
- **Policies and Procedures** – The Webmaster has updated the IST Policies and Procedures to include guidelines for web sites created by student clubs and organizations. IT staff have completed another draft of the Network Access Application form and the application process flow chart. These two documents will be reviewed by VP Council at their next meeting.

**Assessment:**

Karen Jones reported that the campus-wide assessment meeting held on October 29 was very well attended. There were presentations from Student Affairs and Services (Johnny Smith, Maggie Killoran and Karen Jones). Engle Troxler did a very nice presentation on Information Literacy competencies and John Quinley talked about the Long Range Planning/Facility Master Plan. The next campus-wide assessment meeting is scheduled November 19. Donna Harrison will be presenting Interpersonal Skills. Karen announced that Dr. Randy Swing was contacted but unfortunately he will not be available to conduct the morning session on professional development day scheduled February 12.

**Business and Industry:**

There was no report from Business and Industry taskforce.

**ESP:**

Susan Hendrick reported that the taskforce met on October 8. Several members of the taskforce have agreed to work on the following projects:

- **Staff Evaluation** – Cindy Moore will continue the progress on getting input to the staff evaluation process.
- **Campus Maps** –cases will be mounted on the outside of buildings and maps can be easily changed as needed during the year. Chuck Stutzman and Rhonda Davis are trying to get the finalized form for the campus map.

- **Standardization of Forms** – Paul Walker and Chris Koone will continue reviewing college forms for consistency making sure they are correct (e.g., having no need of social security number).
- **Postage Costs** – Plans are to investigate the postage cost and make the whole campus aware of what can be done to reduce expenses. Rhonda Davis and Noel Isham will explore the possibility of training college personnel, particularly division secretaries, on postage practices.

Susan mentioned that the taskforce is considering investigating two more projects (student pictures within Datatel and all Isothermal faculty/staff wearing name tags) as well. The taskforce plans to meet again on November 5.

### **Learning Strategies:**

Jo James reported on the following:

- **Instructor Resources** – Ashely Day and Rick Childress are in the process of putting muscle on the skeleton. They hope to have this resource available for fall to begin educating faculty. This will be a good resource for faculty on the different learning styles and strategies and techniques that can be used in the classroom.
- **Global Awareness** – The taskforce is focusing on promoting and increasing global awareness as opposed to global education. They created a survey for the last campus wide assessment meeting about global awareness activities going on in the classrooms to use as a baseline. Results were sent via email for everyone to observe. This spring, the taskforce will be spotlighting China as the country of interest for Sports Day due to the Olympics in Beijing. The taskforce hopes to feature one country per year.

Learning Strategies taskforce and Assessment taskforce have requested for global education to be the focus in fall convocation for everyone.

### **Professional Development – Faculty:**

Jay Coomes reported that the PD–Faculty taskforce plans to meet November 1 (Thursday).

Dr. Iwana Guess Ridgill has been contacted and will be presenting “Take This Job and Love It!” for the afternoon session for everyone. Both PD–Faculty and PD–Staff taskforces will continue planning the rest of the day’s activities.

### **Professional Development – Staff:**

Sandra Boyd reported that the PD-Staff taskforce met October 29 (Monday). A list of proposed workshops was distributed to the TALC Leadership Team which consist of: ID Theft, Safety Drills, 72 hour Emergency Kits, Legal Responsibilities, and “Did you know...?”.

### **Academic Advising:**

Carolyn Young reported that she created an ICC Channel on YouTube and has asked Debra Jones about linking the YouTube site to the college website. She mentioned if it’s set up properly we would be able to utilize the YouTube server to access the admissions video and perhaps an informative video explaining what TALC is all about.

Debbie read the following email she received from Jamie Spratt: *“The academic advising taskforce is going to develop an advisor training session. The original plan was to present this at professional development day as one of the 75-minute sessions and make it mandatory for new employees and optional for everyone else. Several members of the taskforce expressed a concern that it might be something that should be mandatory for everyone the first time around.”* The TALC Leadership Team was asked for input as to whether the advisor training session would take place on professional development day in February, and if so, should it be “mandatory for new only” or “mandatory for all”. It was suggested having a 75-minute advisor training session for all new advisors and optional for other interested individuals. It was also suggested that Jamie contact each division dean and request a divisional meeting to follow up with the particulars for that area.

### **Campus Life:**

Cindy Martin reported since the last TALC meeting they sponsored an “Old Fashioned Family Fall Festival” on October 27, approximately 75 people attended. On Grub Day, the 3<sup>rd</sup> Annual Tug-of-War had nine (9) teams of eight (8) people and was very competitive this year. In the spring, they are planning a Health and Wellness Fair and then the global awareness (China) for Sports Day.

### **Upcoming Conferences:**

- **Innovations Conference** – Dr. Kathy Ackerman and Jo James have expressed interest in attending the Innovations Conference in Nashville, TN.
  
- **World View Conference** – Five people (from Learning Strategies, Assessment, Campus Life, and PD-Staff taskforces) will be attending the World View Conference at UNC-Chapel Hill on November 14–15.

### **Meeting Schedule:**

Wednesday, November 28 – 2:30pm – Blue Room