

Minutes
TALC Leadership Team
September 9, 2008

Members present: Debbie Puett, Dewalt Koone, Jay Coomes, Amber Thompson, Terry McEntire, Cindy Martin, Marnie Beaver, Kim Gold, Pat Freeman, Myra Johnson, Karen Jones, Mike Gavin, and Jo James. Kelly Dedmon acted as recorder.

Welcome

Debbie Puett recognized new taskforce chairs Kelly Dedmon (Academic Advising), Kim Gold (Assessment), and Terry McEntire (ESP) and new co-chairs Ashley Day (Learning Strategies) and Amber Thompson (Professional Development—Faculty).

Budget Information from Amy Penson

Amy Penson was present to clarify the use of TALC budget funds, which are mostly state funds, and to answer any specific questions about budget funds.

Items that cannot be purchased with state funds include: food, gifts, awards, entertainment, and honorariums. In addition, private contractors have to be paid through the payroll system because of IRS compliance issues. However, TALC can use funds for professional service agreements for presenters.

Amy also reminded members to use e-procurement through those employees set up to use the process for TALC. She stated that check requests can be made for some goods with the condition that they be less than \$1000 or be approved by the President. For presenters, remember to use the professional services agreement form.

Specific questions asked by members included buying tables for events (Stephen Matheny is currently working on this issue) and check requests for speakers (e-procurement is preferred, but checks can be done).

Kim Gold reminded everyone that “TALC Guidelines and Procedures for College Events” can be found on the Intranet.

2008-2009 Budget

Debbie Puett announced that the available budget is less this year, and no Tech Prep funds are available this year. The budget for TALC this year is \$25,000. She is encouraging each taskforce to prioritize its needs considering the value of conferences versus professional development and to consider sending people to conferences who haven't been before. Individual taskforce budgets are not ready as Debbie wants the chairs to reevaluate and resubmit their budgets.

Announcements/Reminders/Old Business

Anyone who needs to be added as an administrator on Meeting Calendar on Google Apps needs to let Debbie know. Remember to add taskforce meeting to the Meetings Calendar.

Debbie also wants members to remember to send her answers to the questions “What is a Learning College?” and “What is TALC?” as well as to continue thinking about Barriers to Learning. The Year of Reflection and Redirection/Recommitment, given on May 27th, will be emailed.

FYI: There are 2 proposals for new taskforces on the table. They are ACA Steering Committee and Enrollment Management.

Taskforce Membership

Each chair received a handout of his/her current membership.

Duties of Chairs and Vice-Chairs

Everyone received a handout of the duties of the chairs and was told that this information was posted to the Intranet.

Policies and Procedures manual

The “Guidelines and Procedures for College Events” is on the Intranet although the support teams have not been updated yet.

Support for TALC

A discussion began for who would now be responsible for travel. A number of different suggestions were offered for members to think about. Chairs and vice-chairs were encouraged to make other members aware of the need to respond and sign travel documents in a timely manner. In addition, they were asked to speak to division secretaries about volunteering time for TALC support.

Taskforce Updates

- Professional Development—Staff and Faculty: Convocation and professional development evaluation results were distributed. Ideas have been developed but none targeted for Professional Development Day in February. A discussion ensued on splitting Convocation and Professional Development in the fall and perhaps moving professional development to October. Debbie will take this thought to the calendar committee.
- Academic Advising—Taskforce has not met yet. Its main goal for the semester will be to update the advising handbook. The taskforce would also like more members from the Applied Sciences division.
- Learning Strategies—Taskforce has not met yet. Ashley Day is the new co-chair. Three main goals will be: global awareness information, Moodle repository for learning strategies, and cooperative learning.
- Assessment—This taskforce has created a new mission statement and has targeted goals. Three main goals are: improving assessment processes, service area assessment, and program assessment. The two rubrics for focus this year are writing and diverse historical and cultural perspectives. Suggestions for collaboration with TALC include using funds to share speakers, utilizing the free World View speakers, and contributing to the Assessment calendar where all can

- coordinate the timing of surveys and other assessments so that students aren't bombarded with assessments at one time.
- Campus Life—Health Fair will be October 16th from 10-2. Other ideas for the year include recycling, Olympiad, fall and spring campus-wide events, and global awareness.
 - Business and Industry—not present
 - ESP—This taskforce will be revising its mission statement and working on ongoing projects this semester. Next semester will be a time for new ideas. A request was made for faculty members to join this taskforce.

Next Meeting

Two more meetings will be scheduled for the semester. Debbie requested everyone's schedule so that she could plan these times. She also asked for a volunteer to take minutes at the next meeting.