



Minutes  
TALC Leadership Team Meeting  
February 7, 2002

Members present: Rhonda Davis, Dale Gaddis, Kim Gold, Myra Johnson, Karen Jones, Dr. Lewis, Bill McDaniel, Scott Scheer, Glenda Scruggs, Audrey Sherrill, Susan Vaughan and Nancy Womack. Lois Scruggs acted as secretary.

**Professional Development – Faculty:** Bill McDaniel stated the committee met on February 1 to discuss the Professional Development Day scheduled for February 5. They discussed plans for the Summer Institute, the Great College Retreat tentatively planned for September 25-27, 2002 at Kanuga. Ideas for Fall Convocation 2002 include a Global Education Fair, a motivational speaker on customer service and a portfolio preparation workshop. The committee feels the portfolio preparation workshop should be put in forefront for faculty and students. Bill stated that he had heard positive remarks regarding the Professional Development Day held on February 5 and suggested we do an evaluation of the Professional Development Day and a questionnaire to assist in future planning. Bill said the Great Teachers Retreat would be held in March. He needs to know by Monday, February 11 of any faculty who wishes to attend. He said preference should be given to someone who hasn't had the opportunity to attend. He also stated that the Eastern Regional Competency Based Education Conference would be a good professional development workshop.

**Professional Development – Staff:** Rhonda Davis stated that this taskforce hasn't met since last TALC Leadership meeting, but indicated that the taskforce needs to meet for new focus for workshops. Some suggestions included Spanish in the Workplace and a continuation of computer training. Rhonda Davis and Curtis Vance will plan additional Groupwise sessions. It was also suggested that we plan a FISH 102 workshop late Spring.

**Assessment:** Nancy Womack stated that the campus-wide assessment meeting was successful. Jeremiah Council has been added to this taskforce. She said they would be looking at portfolios in March to decide what should be included. She stated that the Learning Community students were doing portfolios, but also other students should be involved. She also stated that inclusion of the Information Literacy competency was being discussed and the taskforce will decide where to add this competency. It will not be a separate one but included in an existing competency. Also, Myra Johnson suggested a change be made in the Community Of Learners brochure. She suggested the

competency “Perform technical skills in their chosen occupation” be changed to “Perform program specific skills”.

**ESP:** Dale Gaddis said the ESP Committee had several subcommittees working. The committee on the Transfer Credit was ongoing and should have a proposal soon for the VP Council. The Orientation Committee would be appointed for new employee orientation. He also stated that atomic clocks have been placed on campus. The OK2 (Opportunity Knocks for Two Years) subcommittee is working on possible scholarships. This would require support of public schools in addition to the college. The ESP committee also discussed smoking areas away from entrances to prevent non-smokers from being exposed to the smoke. Stephen Matheny and Roger Davis are looking at campus to see if other areas could be available. Scott Scheer stated that exterior signs should be finalized in about four weeks. Dr. Lewis suggested that we order three welcome signs to be placed at campus entrances. He also suggested that the No Student Parking signs be changed to reflect a more positive image. Dale stated that a new campus map was being developed to show color coded parking and the names of buildings.

**Learning Strategies:** Kim Gold reported that the taskforce will meet on February 18. She said there was great response to the request for people willing to share their areas of expertise. Kim will be working with Eric Miller for a Blackboard site to maintain the expertise list and archive articles regarding teaching. She also stated that the Learning Community is going well. Possibly additional Learning Communities will be added. Cooperative Learning training is being scheduled for February and March for Southwestern Community College. Also, plans are continuing for the Summer Institute.

**Institutional Effectiveness:** Dr. Lewis stated that there are new criteria for SACS affirmation. It will now be a two-year cycle vs. a three-year cycle, the visiting committee will be smaller and we will have a Quality Initiative Project. He said ongoing program assessment may be our project.

**Technology:** Susan Vaughan said that we do not have an intranet. For security reasons, we will use Groupwise Document Library and Blackboard as sources for internal documents. She stated that training for resource managers would be soon.

**Other:**

**Convocation 2002:** August 12 and 13 are scheduled dates for fall convocation. August 12 will be for faculty and staff and the 13<sup>th</sup> will be for faculty only. Myra Johnson, Kim Gold and Donna Harrison will work on obtaining a speaker for August 12.

**Roundtables:** Roundtable topics were discussed for February, March and April meetings. Nancy Womack and Dale Gaddis agreed to co-host the roundtable for February. The topic will be maintaining an attractive campus. March roundtable will be “Spanish in the Workplace”, co-hosted by Myra Johnson and Rhonda Davis. April topic will be Wellness and Social Committee co-hosted by Scott Scheer and Kim Gold.

**Website:** Myra Johnson reminded Leadership team to visit our website and make sure the information is the latest. Members were encouraged to make regular additions. In the future, a link to minutes of each taskforce will be available.

Meetings of the TALC Leadership Team have been scheduled for Thursday, March 14, 2:30 p.m. and Wednesday, May 1, 2:30 p.m. Both meetings have been scheduled for Room 112 (Blue Room) of the Business Sciences building.