



**Minutes  
TALC Leadership Team Meeting  
June 26, 2002**

Members present: Rhonda Davis, Dale Gaddis, Pat Harris, Donna Harrison, Dr. Harrison, Donna Hood, Myra Johnson, Dr. Lewis, Scott Scheer and Susan Vaughan.  
Lois Scruggs acted as secretary.

**Technology:**

Susan Vaughan reported the following:

- The CIS server is scheduled to arrive today. Installation is scheduled for July 17.
- CIS consultant meeting was held on June 13.
- Campus-wide asset inventory has been completed.
- Curtis Vance has been attending Solaris training.
- New computer installations and relocations are taking place across campus.
- Eric Miller had reported to Susan that we are setting new records for courses offered and enrollment in distance learning courses.
- Comments were exceptionally good on evaluation of distance learning courses.
- Eric plans to hold a series of roundtables for distance learning instructors in lieu of training.

Dr. Lewis requested that Eric Miller and Karen Noel meet to assess retention in distance learning courses.

Donna Harrison, Debra Jones, Karen Noel and Lisa Bridges have been working to get student evaluations on-line. Twenty- eight students will be testing the process on July 10. The evaluations will be saved to the web server and sent to Lisa Bridges for analysis.

**Learning Strategies:**

Donna Harrison reported that Kim Gold organized a Summer Institute that included Foundations of Cooperative Learning and Advanced Cooperative Learning courses. It was very successful with about twenty participants from Continuing Education, several others from across campus and other community colleges and two international participants. Kim Gold, Donna Harrison

and Dr. Lewis facilitated the Foundations course and Roger Johnson facilitated the Advanced Leadership course. Debra Jones has added pictures of the Summer Institute to the ICC web page.

The Learning Strategies Committee will meet on July 10.

### **Professional Development – Staff and Faculty:**

Rhonda Davis reported that Dr. Siegel is not available to speak at Convocation; therefore, nine workshops are planned. Each employee will be given the opportunity to select their three top choices and will attend two workshops, one morning and one afternoon. The workshops were selected based on comments from Professional Development Staff Committee and from a roundtable. Nine-month employees will be mailed the information as well as receiving it by e-mail.

### **Assessment:**

Dr. Harrison reported that the Committee met recently to review objectives and goals for next year. They plan to continue the goals from last year, focusing on student portfolio development and continuation of program assessment.

Two campus-wide assessment meetings are planned for each semester.

### **ESP:**

Dale Gaddis reported that the Committee met on June 19 with the following items discussed:

- Welcome signs will be here July 22. Several projects, such as the posters, are on hold due to budget restraints. Driver visibility was an issue discussed concerning placement of signs.
- Debra Jones has categorized forms and documents on the web.
- New employee orientation ideas will be discussed with Dr. Lewis prior to implementation.
- Stephen Matheny plans to report grid team activities quarterly.
- Voice mail training will be offered during Convocation
- Training for new CIS system will take place this fall.
- Smoking areas should be addressed informally and locally at each building
- Dr. Lewis reported that we plan to move forward with the New Century Scholars program. This is a scholarship program that will target students in the local middle schools for future scholarships at ICC that will include full tuition and a stipend for textbooks. Our goal is to sponsor 60 scholarships (\$750 each) through fundraising and donations. The College Foundation will hold the first fundraiser on November 15. Dr. Lewis stated that this scholarship program is very close to the model discussed in ESP.

### **Institutional Effectiveness:**

Donna Hood reported that the review of the SACS mini audits was almost completed. Upon completion, she will send a copy to the Institutional Effectiveness Committee for corrections and then forward to Myra Johnson for the TALC Leadership Team and Management Team.

**Other:**

Myra Johnson stated that Audrey Sherrill and Kristi Sanborn are co-chairs of the new taskforce, Campus Life. They are currently writing the description and mission of the taskforce. All employees will receive a letter from Myra in the fall, providing them the opportunity to become a member of any taskforce.

Ideas were discussed for roundtable topics for this summer. It was decided that an opportunity be given to answer questions on any topic relating to the college --“Everything you wanted to know about....”. Questions should be submitted on a 3x5 card prior to the roundtable and submitted to Rhonda Davis.

The next TALC Leadership team meeting will be August 28 or 29 during Fall semester.