



## Minutes

### TALC Leadership Team Meeting March 27, 2003

Members present: Rhonda Davis, Kim Gold, Donna Harrison, Myra Johnson, Karen Jones, Dr. Lewis, Kristi Sanborn, Scott Scheer, Glenda Scruggs, Audrey Sherrill, Marnie Smathers, Melissa Swofford, Susan Vaughan, and Nancy Womack.

Others present: Dr. Harrison, Gerri Dobbins and Steve Hollifield

The meeting began by welcoming Marnie Smathers, who is replacing Pat Harris from Continuing Education. Attendees of the recent conference, The Learning Summit, then shared information from the conference. These attendees were Steve Hollifield, Gerri Dobbins, Audrey Sherrill, Kim Gold, Dr. Lewis, Dr. Harrison and Myra Johnson.

**Assessment:** The CCSSE survey is currently being administered. In conjunction with this survey, a brief assessment survey on our own portfolio development is being administered. The next campus wide assessment meeting will be April 3<sup>rd</sup> when student portfolios will be showcased and the results of previous surveys will be shared. A team from the taskforce will be presenting at the NC State Assessment Symposium on April 7<sup>th</sup> (Nancy Womack, Tim Beaver, Gerri Dobbins and Jo James) and Dr. Lewis will be speaking at the closing session of the Symposium on April 8<sup>th</sup>. Susan Vaughan will be presenting at Davidson Community College on Information Literacy assessment.

**Professional Development – Staff:** Kanuga hot topics are being assimilated. A roundtable focusing on these topics is being considered. All Kanuga participants received copies of the “papers” from Kanuga. The recent roundtable focusing on retirement and insurance benefits had 30+ participants. It was suggested to host an additional roundtable on retirement and insurance benefits (Glenda will check on this).

**Professional Development – Faculty:** The recent Great College Retreat at Kanuga was a success. The topic of Student Advising is being explored for a workshop during Convocation. Plans are to meet with the Professional Development-Staff co-chairs to discuss Fall 2003 Convocation.

**ESP:** Karen J. reported that a Sexual Assault Response Team (SART) has met twice and is working toward a federally mandated sexual assault protocol for ICC. This information

will be included in the student handbook. The Management Team has approved the employee orientation process. Information about the new process will be included in the updated Policy & Procedure Manual.

Debbie Hollifield will be attending the next ESP meeting to discuss recommendations regarding the placement of defibrillators on campus. Several ESP folks are involved in helping to solve Kelly's "Kanuga problem." As a result of these discussion, a new procedure will involve an earlier purge date, advertising of the purge date, and emphasis on the fact that payment is due at time of registration. The subcommittee on service area assessment has not formally met but has begun to exchange ideas and associated documents. The next ESP meeting will be Monday, March 31 at 2:15 pm in the Blue room.

**Campus Life:** The Community Kickoff was a great success with over 386 people participating. Student feedback on the trail has been positive. The taskforce is in the process of preparing the final report for the Healthy Carolinians grant. To enhance the safety of the campus environment, Dr. Lewis asked the taskforce to investigate the printing and distribution to students of materials for "safety tips" and the prevention of sexual assault and also conducting a workshop for students on this topic.

**Institutional Effectiveness:** Results of the last mini audit have been reviewed and are being addressed. The next mini-audit will use the new Principles of Accreditation.

**Technology:** Susan Vaughan reported that the new Events Calendar is in place and working well. Items can be submitted through GroupWise or the Calendar link. The purchase of software to track statistics of access to the calendar is being explored. The redesign of the website is in process and input is invited. Susan suggested that members review the ETSU website (SACS button) for ideas. Volunteers are needed to work with Debra and Lisa on the update. A request was made to use the .edu extension more consistently. It was noted, however, that both domain names are still current. Plans for the redesign of Building 3 are on schedule and should be completed by the end of July or early August.

Due to recent requests for electronic access to public records, indexing and access to our databases are being reviewed

**Learning Strategies:** Registration for the Summer Institute includes six paid participants and several additional inquiries. The Nuts and Bolts training may be rescheduled to coincide with the Summer Institute. A Cooperative Learning Awareness session will be facilitated at Mayland Community College April 17<sup>th</sup> and a Foundations training will be facilitated at Southwestern Community College in June. The taskforce may conduct a survey to determine faculty interests in different learning strategies. Strategies currently being explored are Problem Based Learning and Appreciative Inquiry. A suggestion was made for a roundtable to share icebreakers and games to be held in August.

**Roundtables:** Retirement/Insurance Benefits?

Icebreakers/Games for the Classroom – August (date to be decided)

**Other:** Meeting Schedule: Thursday, May 1, 2003, 2:30 p.m., Blue Room