



## Minutes

### TALC Leadership Team Meeting June 19, 2003

Members present: Rhonda Davis, Donna Harrison, Donna Hood, Myra Johnson, Karen Jones, DeWalt Koone, Glenda Scruggs, Marnie Smathers, Susan Vaughan.  
Others present: Dr. Robert Harrison and Susan Hargett acted as secretary.

**Professional Development/Staff and Professional Development/Faculty:** The two taskforces gave a combined report of fall Convocation which will be held August 11-12. Two options of the Convocation agenda were distributed for review and discussion. Proposed workshops for staff may include e-procurement, safety for employees, first aid, and possibly a limited session on computer data maintenance. Faculty and staff sessions may include advising and registration, assessment overview, emergency guidelines, and anger management, along with specific group sessions for faculty.

**Assessment:** Dr. Robert Harrison reported for the Assessment Taskforce that an article written and submitted by Dr. Nancy Womack will be published in the July/August issue of *Assessment Update*. The article will be distributed on campus when available.

David Shupe will be on campus July 17 & 18, 2003, to conduct a demonstration of the assessment software he has marketed. Keith Brown from NCCCS has been invited to attend and also Linda Phillips, President of the North Carolina Community College Instructional Administrators Association.

An inventory sheet of assessment practices currently in place at ICC was distributed. Dr. Harrison asked that each member review the document and contact Dr. Nancy Womack with any revisions. He stated that assessment training for new and adjunct faculty will be held July 28, 2003.

**Learning Strategies:** Myra Johnson reported that the Foundations of Cooperative Learning workshop was conducted June 9-12, 2003 with approximately 23 participants, which included several ICC employees, along with others from various parts of North Carolina, Colorado, and Canada. She stated that Drs. Nancy Womack and Robert Harrison facilitated the Cooperative Learning sessions at Southwestern Community College in Sylva, NC during the week of June 2, 2003.

**Learning Strategies (Continued):**

Myra Johnson and Kim Gold have been invited by Dr. Terry O'Banion to visit Surry Community College and share their knowledge of Isothermal's Learning College initiative. Dr. O'Banion will be facilitating a day-long workshop for Surry faculty and staff on "Launching a Learning College."

Donna Harrison reported that a campus wide survey had been distributed to faculty requesting that specific topics of interest be submitted to the taskforce in order for training sessions to be planned concerning these topics. Sessions could be conducted in various mediums such as roundtables, guest speakers, etc. Thus far, the response has been minimal. Donna asked that members encourage their areas to respond.

**Campus Life:** Karen Jones reported that a safety publication was being revised and this publication, along with various others, will be distributed across campus by mid-July. Also, a safety seminar for students and employees may be conducted by Bob Bidwell in the fall.

**Institutional Effectiveness:** Susan Vaughn reported on the Roundtable held June 28 which focused on a demonstration of various institutional uses of websites for SACS documents. Debra has developed a framework for such a page on the Isothermal website and will be distributing the link in the future for input. Donna Hood reported that the taskforce has not been very active but will be increasing its' activity in the near future as a result of the pending SACS process.

**ESP:** Karen Jones distributed a document which lists the ESP taskforces' mission, guidelines and committee activities from March 1999 to the present. She stated that the Sexual Assault Response procedures were approved by the Management Team and that an Automatic External Defibrillator has been purchased for the Foundation.

**Technology:** Susan Vaughan reported on the progress of the IT department's preparation to move back to Building 3. She stated that the latest software version for the Blackboard server has not been released yet.

**TALC Website:** Myra Johnson reported that the TALC website had been updated to the Quicklinks of the ICC homepage and that the TALC timeline has also been updated. She encouraged each member to keep the minutes of all taskforce meetings updated on the website. She stated that the college is in the preliminary stages of submitting an application for the Hesburgh Award for Faculty Development. Receipt of such an award could result in additional funding for professional development activities.

**Other:** Glenda Scruggs, Karen Jones, Melissa Swofford, and Dale Gaddis have requested to be exempt from Chairing or Co-Chairing a taskforce during 2003-04. The next meeting is scheduled for July 9, 2003, 2:30 p.m. Location of the meeting will be forthcoming.