



## Minutes

TALC Leadership Team Meeting  
July 10, 2003

Members present: Donna Hood, Jo James, Myra Johnson, Karen Jones, Dr. Lewis, Scott Scheer, Audrey Sherrill, Marnie Smathers, Susan Vaughan and Nancy Womack. Lois Scruggs acted as secretary.

Myra Johnson presented a proposal for reorganization of the TALC Leadership Team. The proposal recommends a transition from co-chair form of leadership for TALC taskforces to Chair and Vice-Chair. Responsibilities were identified for Chair and Vice-Chair roles. A motion was made and seconded and vote carried to accept this proposal. Susan Vaughan suggested that the webmaster be added to the distribution list to receive minutes of taskforces so they could be placed on the website.

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

Jo James presented a proposed agenda for Convocation Days, August 11 and 12. All employees will be involved in a joint morning session on August 11. A workshop on Advising and Registration will be held in the afternoon for everyone involved in the registration process. Alternative workshops will be offered for those people not involved in Advising and Registration. Also, workshops are planned for August 12 for all faculty and any staff who wish to participate. Information concerning registration for workshops will be forthcoming from Professional Development/Staff and Professional Development/Faculty taskforces.

### **Assessment:**

Nancy Womack reported that the document concerning assessment practices currently in place at Isothermal was distributed to everyone involved. She has received some feedback but would welcome more. David Shupe will be on campus next week for an assessment software presentation.

### **Learning Strategies:**

Myra Johnson stated that Donna Harrison did not receive much response from the faculty survey, distributed via email, concerning specific topics of interest to be explored for training or roundtables.

**Campus Life:**

Audrey Sherrill reported the safety pamphlets have arrived and will be distributed across campus. They will be available to students next week at the Business Office window. Bob Bidwell will be conducting safety seminars in the fall for students. A subcommittee has been formed to address crisis intervention for faculty and staff. Also, a fitness trail subcommittee has been formed. Plans are to place wellness information on the website which includes the fitness trail. A wellness program will be the focus of the Campus Life Taskforce.

**Institutional Effectiveness:**

Donna Hood reported that the taskforce has not met since the last Leadership meeting, but will meet before the next meeting. She will be looking at the SACS website to get the principles for an upcoming internal mini-audit.

**ESP:**

Karen Jones reported that the ESP taskforce met today. The Sexual Assault Response procedures were approved by the Management Team.

**Technology:**

Susan Vaughan reported that Debra Jones has made changes on the website to the employee page. Also, she will be working on a SACS page based on input from the roundtable. She is in the process of revising the home/welcome page. Curtis Vance has received 70 responses from the IST user satisfaction survey. It will still be available on-line until July 18. She stated that E-Procurement and Datatel Interface training will be held in November, with implementation being December or January. The payroll on the new system will be implemented January 1, 2004.

**Other:**

Myra Johnson distributed budget request forms to each taskforce. Each taskforce should identify their specific needs and return the form to Myra by August 1. The next TALC Leadership meeting is tentatively scheduled for August 28. Also, a letter concerning taskforce membership will be sent to all employees around the first week of September. Dr. Lewis spoke regarding the TALC Leadership. In the past, there has not been a Vice-chair of this committee; however, with the restructuring of TALC there is now a need to include one. Ideally, the vice-chair would be someone who has served or is currently serving in a chair or vice-chair position. Please forward any recommendations or express any interest to Dr. Lewis. Myra Johnson will remain as chair of the TALC Leadership Team.