



## Minutes

### TALC Leadership Team Meeting September 4, 2003

Members present: Rhonda Davis, Kim Gold, Donna Harrison, Dr. Bob Harrison, Jo James, Myra Johnson, DeWalt Koone, Dr. Bill Lewis, Debbie Puett, Scott Scheer, Audrey Sherrill, Marnie Smathers, Curtis Vance and Rhonda Wood. Lois Scruggs acted as secretary.

Myra Johnson welcomed new members to the TALC Leadership Team: Dr. Bob Harrison, Kim Gold - Vice-chair, Gerri Dobbins – Assessment Vice-Chair, Debbie Puett – ESP Vice-Chair, Rhonda Wood – Institutional Effectiveness Vice-Chair and Marnie Smathers – Professional Development Staff Vice-Chair.

#### **Assessment:**

Dr. Bob Harrison reported the next meeting will be on September 10 and a campus-wide assessment workshop has been scheduled for October 15.

#### **Campus Life:**

Audrey Sherrill reported the committee met on September 3. They have formed a Crisis Intervention subcommittee to develop materials that would be helpful for faculty and staff. The subcommittee will be contacting deans for permission to conduct presentations in their areas. Bob Bidwell will be conducting three Safety Seminars on Wednesday, September 24 at 11:00 a.m., 12:00 noon and 5:00 p.m. in the Library Auditorium. Cindy Martin will be updating the wellness handbook and have it added to the website. Also, a wellness page will be added to the website. Fitness trail maintenance and clean up day has been scheduled for September 24 from 1:00-4:00 p.m. Each person will be asked to bring a flower bulb. A prostate cancer screening will be held on September 11. A Medicare presentation has been scheduled for November 3 from 6:00-9:00 p.m. The committee will possibly sponsor an ergonomic seminar in the future. The next meeting will be on October 8.

#### **ESP:**

Debbie Puett reported the next meeting will be held on October 1.

**Institutional Effectiveness:**

Rhonda Wood reported that she and Donna Hood have met and developed a timeline. Dr. Bill Lewis stated that he will order new SACS materials for the 2006 evaluation. The structure of the SACS evaluation will be different: we will need to identify a project; an off-campus team will check the audit; and the on-campus visit will be shorter.

**Learning Strategies:**

Donna Harrison reported on the results of the faculty survey requesting specific topics of interest for training sessions. She said the majority of respondents felt the Cooperative Learning, Technical Writing, Inquiry-Based Learning and Assessment seminars were beneficial. The survey results will be used to set goals and determine topics for short workshops or seminars. Tentative dates for the 2004 Summer Institute are June 6-10 or June 7-11. There are two sessions remaining in the Nuts and Bolts training.

**Professional Development – Faculty:**

Dewalt Koone reported the PD-Faculty and PD-Staff chairs and vice-chairs have been invited to meet with the VP Council next week to address the main advising issues discussed at convocation. Jo James and he will be attending a conference in October to gain knowledge on prospective speakers.

**Professional Development – Staff:**

Rhonda Davis reported that Convocation Day went well and similar workshops will be planned for the future. She requested any ideas for future workshops.

**Technology:**

Curtis Vance stated that the IT department has moved to Building #3. The campus has experienced computer viruses, with the third week of August being the worst week in history. The Business Office has been on-line with the CIS system for two months and was commended for their dedication and hard work. The payroll will be converted to the CIS system in January.

**Other:**

Dr. Lewis stated that ASU will be on campus on September 9 to meet with math and science instructors to discuss collaborative agreement for grants offered through the National Math and Science Institute.

Myra Johnson distributed the latest membership list for taskforces. She will be contacting Debra Jones to add the list to the website and Jeff McEntire to create distribution lists for GroupWise. She asked that chairs of each taskforce let her know of any changes in their membership list so she can keep them updated.

Budget sheets were also distributed to chairs and vice-chairs. Myra requested that a copy of requisitions and travel be sent to her so she can keep track of expenditures.

Rhonda Wood commended Curtis and the IT department for their excellent work in keeping the CIS system running during the virus situation, especially during registration.

**Roundtables:**

Kim Gold will host a roundtable on icebreakers/games for the classroom in September. Also, Jeremiah Council may possibly conduct a Paideia roundtable in September. Plans are to conduct a roundtable in October on Kanuga follow-up. Other suggested topics for roundtables were CIS, Stress Management conducted by Donna Harrison and Retirement/Health benefits.

**Meeting Schedule:**

2:00 p.m. in the Blue Room

October 15, 2003

November 19, 2003

December 10, 2003

January 28 or 29, 2004 (Spring semester schedule dates to be determined)