



Minutes

TALC Leadership Team Meeting
October 15, 2003

Members present: Rhonda Davis, Kim Gold, Donna Harrison, Dr. Bob Harrison, Donna Hood, Jo James, Myra Johnson, Dr. Bill Lewis, Debbie Puett, Kristi Sanborn, Scott Scheer, Audrey Sherrill, Marnie Smathers, Susan Vaughan, Dr. Nancy Womack and Rhonda Wood. Lois Scruggs acted as secretary.

Assessment:

Nancy Womack reported that the taskforce met in September. They are currently working on three items: (1.) using rubrics for grading standards of written work. (2.) working with Dr. David Shupe regarding presentation of software. He has the writing rubrics and is developing the presentation geared toward our college. The taskforce will preview the presentation on October 27. (3.) Developing rubrics for student portfolios. These three items will be the focus of a campus-wide Assessment meeting on November 5 in Room 125 of the Administration Building.

Campus Life:

Audrey Sherrill reported the taskforce met last week. There were 81 participants for the Safety Seminars conducted by Bob Bidwell. The Fitness Trail cleanup was successful. The Top Health newsletter has been ordered and should arrive in October. She asked that staff return these after reading them to make them available for students. There were six participants in the Prostate Cancer Screening. The taskforce developed a survey to determine situations faculty and staff were encountering with students who were experiencing personal problems. These responses were sent to Lisa Bridges for compilation. Audrey reported that the book club is still active. Anyone interested, should contact Jo James for more information. The Campus Life Taskforce events are listed on the website. Upcoming events scheduled are: Mammography screening on October 30, Medicare seminar on November 30, Ergonomics Seminar on December 4 from 6:00-8:00 p.m. Possible future events include a skin cancer screening in Fall semester, stress seminars in Fall and Spring semesters and a flag football game. The taskforce is also exploring the possibilities of repairing the tennis courts, updating the weight room and purchasing a ping pong table. The next meeting will be in November.

ESP:

Susan Vaughan reported the taskforce met on October 9. The taskforce reviewed projects that have been addressed to make sure each been resolved. The textbook rental is still questionable. Debbie Puett will be e-mailing other community colleges to see if they are renting textbooks and if so, to see what their concerns are. A defibrillator has been purchased for the Foundation building and training has taken place. A worksheet will be developed to identify projects and form a timeline. Other concerns include parking, clocks, phone system, E-Procurement, employee evaluation forms, message board at the amphitheatre and curriculum waiting lists.

Institutional Effectiveness:

Donna Hood reported the taskforce met on October 2. It was an introductory meeting for the new taskforce members. The taskforce discussed what was accomplished last year, talked about reaccreditation and looked at the planning calendar on the website. Plans are to study the compliance document and timeline with a focus on assessment. The next meeting will be held in November.

Learning Strategies:

Donna Harrison reported the taskforce met on September 23 and set goals for next year. A workshop on problem-based learning and a brain-based learning workshop are being pursued. Kim Gold has spoken with Doris Crute about 4MAT training. The third annual Cooperative Learning Summer Institute has been scheduled for June 6-9 with Roger Johnson conducting the foundations course. Myra Johnson will be teaching the advanced course, if offered. The goal is to increase participation from the public school sector.

Professional Development – Faculty:

Jo James reported that the taskforce met last Monday and discussed a workshop on problem-based learning. Jo James, Dewalt Koone and Marnie Smathers will be attending the Eastern Regional Competency Based Education Consortium, October 29-31, to gain knowledge on possible topics and speakers for future workshops.

Professional Development – Staff:

Rhonda Davis reported that the taskforce met on October 2 and discussed Professional Development Day scheduled in February. She said there was interest for a speaker in the morning session and workshops for afternoon sessions. Workshop topics discussed were self-defense, safety and emergency procedures to include drills, first aid/CPR, Datatel, E-Procurement, Microsoft Word with emphasis on mail merge and printing envelopes, insurance benefits, workshops on third party programs (WIA, TAA, NAFTA) and financial aid. Other topics suggested by TALC Leadership team were 4MAT and staff and faculty roles in the learning-centered environment.

Technology:

Susan Vaughan reported that the IT department is concerned about the security of our equipment and asked to be informed of any areas that might be questionable regarding security. The technology staff is working on the college policies with the Management Team. Also, there will be a change in the network policy to reference the Student Handbook for procedures and policies regarding suspension and dismissal. Also, it was decided that all violations should be reported to Dr. Harrison. He will inform other areas if necessary. Debra Jones is working on the website to integrate WNCW with the college.

Roundtables:

Jeremiah Councill will conduct a Paideia roundtable on October 16. Donna Harrison will conduct a Stress Management roundtable on October 30 at 2:00 p.m. in the Blue Room. Topics will be: how to diffuse a situation, how to talk to someone who is angry and techniques to apply to these situations.

Meeting Schedule:

2:00 p.m. in the Blue Room

November 19, 2003

December 10, 2003

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