



Minutes

TALC Leadership Team Meeting
November 19, 2003

Members present: Rhonda Davis, Kim Gold, Donna Harrison, Dr. Bob Harrison, Donna Hood, Jo James, Myra Johnson, Dewalt Koone, Dr. Bill Lewis, Debbie Puett, Marnie Smathers and Susan Vaughan, A student, Chrystal Mosteller, who was job shadowing with Myra Johnson was also present. Lois Scruggs acted as secretary.

Myra Johnson shared appreciation to Audrey Sherrill for her dedication and leadership as co-chair of the Campus Life Committee and as a member of the TALC Leadership Team. Audrey will be leaving Isothermal Community College on December 1.

Professional Development Day February:

Dewalt Koone reported that Dr. Sandy Shugart is scheduled for Professional Development Day on February 12. Dr. Shugart will be conducting a joint session in the morning for all faculty and staff and two afternoon sessions. Faculty and staff will choose from workshops with faculty being encouraged to attend one of Shugart's afternoon sessions and one other workshop. Other workshops scheduled include a student database workshop with Kelly Metcalf, electronic acquisition software with Susan Vaughan and Kenneth Odom, technology in the classroom with Jim Liverett, insurance with Amy Penson and personal safety with Phillip Bailey or Rick Gilbert.

Professional Development – Faculty:

In addition to the February plans, DeWalt stated that the possibility of pursuing a retreat was discussed by the taskforce. It was suggested that we continue the cycle of a faculty retreat, staff retreat and then a college retreat. Options other than the Great Teacher/Staff/College format will be explored to prevent redundancy. Dr. Ann Lambrose will be conducting workshops on problem-based learning, inquiry-based learning and cooperative learning for faculty on the professional development day August Fall 2004.

Professional Development – Staff:

Rhonda Davis reported they had worked with the Professional Development – Faculty to plan Professional Development Day.

Assessment:

Dr. Harrison reported that the committee will meet on December 1. They are working on the following: follow-up of Dr. David Shupe's software presentation, portfolio examination, and guidelines for a reflections paper that students will generate based on their portfolio. A week in March has been designated as Portfolio Week. Isothermal will be presenting at the Assessment Symposium sponsored by NC State in April. The topic of the presentation is yet to be determined.

Campus Life:

There was no representation from the Campus Life Taskforce; therefore, Myra Johnson read minutes of the last meeting held on November 12, 2003. Results for the Crisis Intervention Subcommittee survey were reviewed and will be presented to TALC. Top Health Newsletter has been distributed to faculty and staff. Johnny Smith presented the seminar "The Grind" this morning at 9:00 and 11:00 in the Foundation to faculty, staff and students. Since Audrey Sherrill is leaving, she gave Kristi Sanborn all materials for the Campus Life taskforce.

ESP:

Susan Vaughan reported the taskforce met on October 29 and today. Debbie Puett contacted other community colleges concerning textbook rental and received no responses. Since there seems to be so many obstacles, the taskforce decided this was not a practical project. The purchase of defibrillators was tabled at the Management Team. The telephone system and security were discussed. Posters regarding the cell phone number for security have been distributed across campus. A schedule will be established for maintenance of the clocks. A subcommittee is looking at problems of the telephone system. A survey has been distributed via email and should be completed at the end of this week. Problems arising from this survey will be addressed. Evaluation forms for staff are being reviewed. The committee is exploring the possibility of adding a 3-D map to the message board at the amphitheatre. Handicapped parking will also be addressed.

Institutional Effectiveness:

Donna Hood reported the taskforce has not met since the last TALC meeting. Donna will be attending a SACS meeting in December and in January.

Learning Strategies:

Donna Harrison reported the taskforce met on October 28. A schedule was established for completion of the Nuts and Bolts training. The Paideia roundtable was a success and Jeremiah Council has agreed to do another presentation. Rick Childress will explore brain-based learning and Dr. Lewis, appreciative learning. The Summer Institute has been scheduled for June 6-9 with Roger Johnson. An effort will be made to involve the public schools.

Technology:

Susan Vaughan reported that Curtis worked with Student Affairs to resolve problems with their server. The GroupWise maintenance was completed on November 18. Hubs and switches were updated in Building 18. Chuck Gurney will be working in the IT department as a work study. Dr. Harrison, Eric Miller and Susan Vaughan met regarding proctoring for distance learning courses. They are currently working on a strategic plan for distance learning. The campus internet and network policy has been revised and the computer allocation policy has been updated. These policies have been added to the Groupwise library.

Roundtables:

The following roundtables for Spring semester were suggested:

- Paideia with Jeremiah Council – hosted by Donna Harrison
- WIA/TAA with Linda Knippa and others – hosted by Jo James
- Stress Management with Donna Harrison – hosted by Kim Gold
- Financial Aid with Jeff Boyle – hosted by Donna Harrison

Each hostess will contact the presenter to coordinate a date and time. Once established, the information will be shared.

Meeting Schedule:

The next meeting will be held on December 10 at 2:00 p.m. in the Blue Room
Spring semester schedule dates will be determined, tentatively set for January 28 or 29.