



Minutes

TALC Leadership Team Meeting November 8, 2004

Members present: Rhonda Davis, Kim Gold, Donna Harrison, Donna Hood, Myra Johnson, Debra Jones, Dewalt Koone, Bill Lewis, Debbie Puett, Carol Richardson, Marnie Smathers, Susan Vaughan and Nancy Womack. Also, Thad Harrill and Curtis Vance were present. Lois Scruggs acted as secretary.

Dr. Lewis announced that he was seeking a chair for the TALC Leadership Team due to the appointment of Myra Johnson as Vice President of Academic and Student Affairs. He requested that if anyone currently serving on the TALC Leadership Team had an interest to contact him.

Curtis Vance was invited to discuss technology issues. He stated the licenses requested for adjunct faculty e-mail should arrive and be set up by Friday, November 12. An order has been placed for seventy computers. A new external firewall will be installed on November 15 at 9:30 a.m. Curtis attended a Systems Administrators Conference and there are 25 new auditing standards. The IT Department will be working on these standards between now and January. On November 11 at 8:00 a.m. in the IT building, there will be a demonstration of AIG, a product designed for the document imaging system. With this system, anything from Datatel will automatically be archived. A demonstration of Campus Cruiser will be held on Monday, November 15 at 11:00 in the Library Computer Lab. Campus Cruiser will provide student e-mail accounts and a multi-layer campus calendar. Kelly Metcalf and Fred Bayley, as ESP members, will be asked to be project managers for the transition to Datatel for student records. It was decided that Student Services could appoint a representative for the TALC Leadership Team since there is currently no representation from that area.

Thad Harrill requested that a new taskforce be formed to strengthen relationships of the college with business and economic development organizations and to enhance college support for potential, new and existing businesses. This idea was derived as a follow up of a meeting with Donna Hood, Mike Saunders, Dee Spurlin and Thad Harrill to discuss Goal 4 of the College Plan. It was approved to add this taskforce and Thad Harrill agreed to be the chair of the taskforce. The name of the taskforce has not yet been determined.

College Plan:

Myra Johnson will respond to John Quinley with a follow-up of responses received from taskforces regarding action plans for the strategic goals for the 2004-06 College Plan.

Focus Groups/Convocation:

Each taskforce was asked to identify areas from the focus group information session that they can address. Myra will send this list electronically and chairs were asked to respond back to her by the end of this week.

Assessment:

Nancy Womack reported that they are focusing on the QEP project as their major goal. The next campus-wide assessment meeting will be November 17. They are revisiting classroom assessment techniques and information literacy and rubrics. An assessment survey will be conducted in the near future.

Campus Life:

Debra Jones reported that the Campus Life Taskforce has not met since the last meeting of the TALC Leadership Team. The holiday social has been postponed until possibly February. The next Healthy Cooking Potluck is scheduled for November 17. Rutherford Hospital held free blood pressure checks on Grub Day.

ESP:

Debbie Puett reported that the ESP taskforce discussed the need for a campus meeting calendar. The meetings calendar is in place and instructions for using it were distributed. She asked that the TALC Leadership Team take the lead in using the calendar to schedule meetings. Campus maps and change machines are also being addressed. The taskforce is updating the history of ESP and will post this on the website once it is approved.

Institutional Effectiveness:

Donna Hood stated that the taskforce met on October 15. The SACS compliance document was divided into six different areas and the taskforce will look at the content of the document to see if we are in compliance. The SACS Leadership team will meet on November 9. Once the document is placed on-line, they will check for navigation before sending to the off-site review committee.

Learning Strategies:

Donna Harrison reported that they met on October 14 and looked at the original focus of the taskforce. The following suggestions came from the meeting: to support the new group receiving training by finding mentors, to find volunteers to demonstrate the techniques in the classroom, and to schedule roundtables to demonstrate Structured Controversy, Jigsaw, Note-taking Pairs and How to Assess Cooperative Activities.

Professional Development – Faculty:

DeWalt Koone reported that plans are underway for a faculty retreat at Kanuga. Tentative schedule is to arrive at noon on Wednesday, February 9 and to adjourn Friday afternoon, February 11. Dr. Ann Lambros will be available on Thursday for a continuation of Problem Based Learning training. It was agreed that permanent adjunct faculty could be invited at the discretion of their appropriate dean. Their expenses would be paid; however, they would receive no additional compensation.

Professional Development – Staff:

Rhonda Davis reported that they met on November 4 to discuss ideas for Professional Development Day in February. Possible workshop topics include: Emotional Stress, Setting Boundaries/Assertiveness, Telephone techniques –How to Better Use Voice Mail, Wellness and Nutrition, Customer Service, Personal Safety and “Google Yourself Silly” (How to use the Internet). Staff will be surveyed for input regarding a possible off-campus retreat in the spring.

Roundtable:

Roundtables were held on Smart Thinking and 4-MAT Learning Strategies. Suggestions for future roundtables or mini-workshops include: Jigsaw, Structured Controversy, Study Skills and The Many Ways of Putting People in Groups.

Other:

The next meeting of the Leadership Team will be Thursday, December 9, 2004 at 2:15 p.m.