



Minutes

TALC Leadership Team Meeting December 9, 2004

Members present: Cathy Alexander, Rhonda Davis, Kim Gold, Thad Harrill, Donna Harrison, Myra Johnson, Debra Jones, DeWalt Koone, Bill Lewis, Debbie Puett, Carol Richardson, Scott Scheer, Susan Vaughan and Nancy Womack. Lois Scruggs acted as secretary.

Myra Johnson welcomed Thad Harrill, chair of the new business and industry taskforce. The name of the taskforce has not been determined. Thad announced that he had received responses from eight people willing to serve on the taskforce. Their first meeting will be in January.

A report will be published on responses from convocation focus groups to let everyone know their concerns were addressed.

Assessment:

Nancy Womack reported that a campus-wide assessment meeting was held on November 17. Susan Vaughan and Becky Cleland facilitated an information literacy rubric workshop. Nancy Womack conducted a workshop on informal classroom assessment techniques and John Quinley reported on SACS. Several of the taskforce members attended the SACS meeting in Atlanta. The subcommittees established liaisons for each curriculum area. In-house studies will be conducted to determine training needs.

Institutional Effectiveness:

Dr. Lewis reported that he will conduct a campus-wide session in January to make people aware of SACS progress and the QEP. This will be re-emphasized by Nancy Womack at workshops in February and April.

Campus Life:

Debra Jones reported that the taskforce met on November 10. They identified challenges from the focus groups for Campus Life to address. Kimberly Snyder conducted a roundtable on "How to Respond to Students in Distress" on December 2. Debra suggested that roundtables and activities be posted on the campus events calendar to make people more aware of them.

ESP:

Debbie Puett stated that more people were utilizing the campus calendar. The focus groups challenges were discussed in their last two meetings. Some of the issues are already being addressed by ESP, such as parking, phones and new maps. Another issue being addressed is the consistency on building names/numbers between the schedule booklet and the student's printed schedule. Clocks and change machines are continuing issues. The ESP history has been posted on the ICC website.

Learning Strategies:

Kim Gold gave an update on Cooperative Learning training at their November 11 meeting. Doris Crute facilitated a roundtable on 4MAT and Matt Guffey facilitated one on Smarthinking. Taskforce members were encouraged to post meetings on the campus events calendar. The Cooperative Learning facilitators met in November to discuss how to maintain support and to cultivate leaders. Suggestions for generating interest in Learning Strategies include: roundtables on one Cooperative Learning technique, video tape a cooperating learning lesson, collect and organize resources, pursue 4MAT training, create an on-line forum, such as "Discussion Board" to develop a discussion thread on learning strategies, provide opportunities for on-line professional development seminars on learning strategies and to pilot a program to offer leave time or reduced teaching load for faculty to work on Cooperative Learning for their classes or to work as consultants with other faculty members. Kim Gold reported that seven people had indicated an interest in Advanced Cooperative Learning training.

Professional Development – Staff:

Rhonda Davis reported that workshops have been planned for staff on Professional Development Day, February 10. It was suggested that Kimberly Snyder conduct a workshop on "Responding to Students in Distress".

Professional Development – Faculty:

DeWalt Koone reported that the committee met on December 8. A proposed agenda for the faculty retreat at Kanuga was distributed. Myra Johnson reported that classes will not be cancelled for Kanuga. Alternate assignments should be given for classes on Wednesday evening and Friday.

Myra Johnson stated that she has been given three names of people who are interested in attending the Great Teachers Retreat.

DeWalt stated they are working on responses for the Strategic Plan. They will be addressing adjunct faculty by determining their needs and responding accordingly.

Technology:

Susan Vaughan reported that two demonstrations were held in November: Document Imaging and Campus Cruiser. Dr Lewis reported that the Management Team would have to make an evaluation to justify expense of Campus Cruiser.

Roundtable:

Suggestions for future roundtables were Learning Strategies and Writing Rubrics for Non-English teachers.

Other:

Myra Johnson stated that no tentative meeting schedule is in place for next semester. She requested that TALC leadership members send her specifics regarding meeting times.

Dr. Lewis reported that he has spoken with DeWalt Koone and Debbie Puett regarding leadership of TALC. He asked the TALC Leadership team if they had a preference of co-chairs vs. chair/vice-chair. No one stated a preference; therefore, it was determined that Myra, Debbie and DeWalt could decide upon the structure. He stated that if co-chairs were established, then responsibilities would be delineated.