



Minutes

June 9, 2005

TALC Leadership Team Meeting

Members present: Cathy Alexander, Fred Bayley, Jay Coomes, Rhonda Davis, Kim Gold, Donna Harrison, Dr. Myra Johnson, Debra Jones, Maggie Killoran, DeWalt Koone, Dr. Willard Lewis, Debbie Puett, Marnie Smathers, Susan Vaughan, and Nancy Womack. Angela Marlowe acted as secretary.

Debbie Puett asked the taskforce to submit their budget request for 2005–2006 to her no later than June 16.

Debbie mentioned that at our last TALC meeting we talked about forming a small ad hoc taskforce and also discussed establishing guidelines and procedures, flowchart, and modifying certain forms to designate where taskforce chair and TALC chair would sign. DeWalt Koone volunteered to spearhead this effort. She asked the taskforce to email their ideas to him as to what they would like to see incorporated on a list to make it easier, as well as helpful, for present and future chairs assuming leadership.

Professional Development – Faculty and Staff

Rhonda Davis stated that Professional Development – Faculty and Staff are planning the Monday afternoon session. A list of suggested topics for the afternoon session was distributed to the taskforce for review and discussion. The taskforce also reviewed and discussed the tentative agenda for fall convocation.

A suggestion was made that it would be very helpful if Management Team was notified first of the upcoming activities scheduled for convocation before sending the information campus wide.

Assessment

Nancy Womack reported that we have an invitation from Central Piedmont Community College to come and share with them what we know about assessment particularly the general education and learning outcomes. Carol Richardson will be representing us at their meeting on June 24.

Nancy announced to the taskforce that they have a draft copy of the QEP. She stated that they plan to distribute copies of the QEP to the taskforce for a preliminary review before mailing the final copy to the visiting team. The QEP includes three goals: to enhance general education assessment by making it part of the program assessment; to involve students; and to develop a system whereby student portfolios will be submitted as part of the class.

Learning Strategies:

Donna Harrison reported that the taskforce met on April 28 and discussed the following possible goals for next year:

- ❖ Request funds for Critical Thinking Consultant to facilitate workshop
- ❖ Present roundtable discussions which support cooperative learning and to focus on one specific topic.
- ❖ Establish an award recognizing contributions that support the learning environment from each department on campus. Suggestions for implementing such an award are as follows:
 - nominations can come from anyone on campus
 - each department nominates an individual
 - the award would be presented at convocation and on professional development day in the spring
- ❖ Find ways to support people in the implementation of learning such as co-planning and follow-up sessions to check progress, to serve as a mentor, and to serve as a resource on campus by demonstrating the techniques
- ❖ Explore opportunities to partner with other educational institutions and organizations to support learning

Kim Gold reported that Roger Johnson lead a four-day Advanced Cooperative Learning training which concluded today (June 9). The group was small but enthusiastic. Three of the participants (two deans and a vice president) were from Rowan-Cabarrus Community College who also attended the training.

Jo James and Erin Strickland will be attending a Leadership Training in July to prepare them to teach Foundations.

Business and Industry

There was no report from the Business and Industry Committee.

Campus Life

Debra Jones reported that the committee has not met since the last TALC meeting. However, Scott Sheer is working with Kimberly Snyder on safety brochures and other information to prepare for fall semester and ACA classes.

ESP

There was no report from the ESP Committee.

Institutional Effectiveness:

Jay Coomes reported that the committee has not met since the last TALC meeting.

Student Affairs

Maggie Killoran gave an update on Datatel. There is some preliminary training in the registration area. Admissions expected to go live in February 2006. At this point, they have had several training sessions and completed a mock simulation on entering applications which went quite well.

Susan Vaughan received an update from Curtis Vance saying that as far as the conversion process, he has completed the historic programs of study, the common course library (both curriculum and continuing education), and the local course library (both curriculum and continuing education). He is currently working on the student demographics which is very large and will take three to four weeks to complete. He also mentioned that there are a total of seventeen conversions in the whole process.

Technology

Susan Vaughan reported that the legacy sun was presented at Management Team. It is simply a new client for the legacy sun server that assists with security to protect student records. It will have a little different interface, a little different look, but overall the functionality will be the same. One of the advantages the employees will notice is that the appearance on the screen will be larger.

Meeting Schedule

We will not meet again this summer. Debbie will notify the taskforce via email to solicit possible dates for fall.