



Minutes

TALC Leadership Team Meeting October 10, 2005

Members present: Debbie Puett, DeWalt Koone, Dr. Bill Lewis, Scott Scheer, Cathy Alexander, Sandra Boyd, Jay Coomes, Thad Harrill, Donna Harrison, Donna Hood, Cindy Moore, Carol Richardson, Mike Saunders, Marnie Smathers, and Susan Vaughan. Angela Marlowe acted as secretary.

Debbie Puett welcomed new members of the TALC Leadership Team: Cindy Moore – ESP chair, Rhonda Davis – ESP vice-chair, Cindy Martin – Campus Life chair, Susan Foster – Campus Life vice-chair, Sandra Boyd – Professional Development Staff chair, and Marnie Smathers – Continuing Education Representative.

Debbie distributed copies of the TALC Taskforce Membership list and asked each chair to verify their GroupWise distribution list for accuracy.

The taskforce chairs had previously been given a summary of their budget requests for 2005–2006. The TALC budget has been approved and will remain as submitted. However, Debbie suggested it would be a good idea to check with her as the year progresses to be sure funds are still available. If, for some reason, a Taskforce decides they would like to use some of their budgeted funds for a purpose other than what was stated on the budget request, that change needs to be cleared through Debbie.

DeWalt Koone provided an update concerning the ad hoc taskforce that was formed in the June 9, 2005 meeting. The taskforce was formed to establish guidelines and procedures to assist TALC Chairs and Vice-Chairs in carrying out their duties. DeWalt requested input from the TALC Leadership Team after expressing concerns regarding an issue raised during the ad hoc taskforce discussion. The team suggested it would be helpful to have a step-by-step flowchart of the whole process; to know what is required for initiating travel and requesting guest speakers; to have basic information on catering and e-procurement; to know what is needed from the business office or a contact person for certain things. The team received copies of the responsibilities of taskforce chair and vice-chair to review and discuss. This will also be incorporated as a reference for TALC chairs. The following suggestions were added to the responsibilities list: the taskforce chairs should coordinate the activities and the vice-chairs would assist, taskforce chairs submit an annual budget, and vice-chairs distribute meeting minutes via email to everyone.

Institutional Effectiveness:

Donna Hood reported that the committee has not officially met this year. However, an unofficial meeting was held and several folks assisted as guides during the SACS visit. Dr. Lewis stated that we are responding to the one issue (evaluation of adjunct faculty) which is in the process of being addressed.

Learning Strategies:

Donna Harrison reported that the committee met and one of the things discussed was establishing an award to recognize employees across campus during fall convocation and spring professional development who promotes learning. During their discussion, it was indicated the need to organize a committee of representation from every department to set procedures for selection of candidates for this award. The response so far has been very positive. However, at this point, the committee is in the beginning planning stages.

Professional Development – Faculty:

Cathy Alexander reported that the committee met on September 20. They are exploring several topics (critical thinking, brain-based learning, and learning strategies) as a possibility for the upcoming professional development. The committee suggested extending the invitation to all adjunct faculty to participate in the professional development activities.

Professional Development – Staff:

Sandra Boyd reported that the committee met on October 5. A list of previous workshops was distributed to the committee for their review and input. After reviewing the list, there were eliminations. At this time, they are in the process of getting new ideas. One of the things discussed was establishing a Staff Senate and another idea proposed was an award for outstanding performance/achievement for staff members.

Assessment:

Carol Richardson reported that the committee met on September 23. The next meeting is scheduled on October 27. The committee will be dwelling on the SACS response to the QEP and how they are going to respond. Also they are planning a campus wide meeting for November 3.

Business and Industry:

Thad Harrill reported that the committee toured Parker-Hannifin on August 30. Their intent was to give the committee an opportunity to talk to the business folks, and to see firsthand what the industry was about. The response from the committee was very positive and they will be able to relate their students what they learned.

ESP:

Cindy Moore reported that the committee will be having their first meeting next week.

Datatel Update:

In Maggie Killoran's absence, Debbie Puett distributed the Sun-Datatel transition document to the TALC Leadership Team.

Technology Update:

Susan Vaughn reported the following:

- Curtis has been involved in upgrading the Datatel migration interface.
- The positive pay patches has been loaded and will go live in November.
- The IT folks visited Polk Campus to clean-up computer worms and viruses
- The security is an issue even though we have cameras....still losing equipment.
- The annual inventory has been completed. About 100 computers have been ordered and will gradually be replacing the older computers.
- The older version of GroupWise will eventually be updated. In the meantime, we have some enhancements to GroupWise including the GroupWise Antivirus Digest. This was installed allowing the results of spam filtering to be shared with everyone so you could release your own spam. This will help eliminate the big question if you have missed any information.
- The distance learning folks have a new blackboard server

Roundtables:

There is one roundtable being discussed.

Meeting Schedule:

Wednesday, November 9 at 2:30pm in the Blue Room

Wednesday, December 7 at 2:30pm in the Blue Room