



## Minutes

TALC Leadership Team Meeting  
November 9, 2005

Members present: Debbie Puett, DeWalt Koone, Dr. Bill Lewis, Dr. Myra Johnson, Cathy Alexander, Sandra Boyd, Rhonda Davis, Kim Gold, Donna Harrison, Cindy Martin, Cindy Moore, Melissa Quinley, Carol Richardson, Susan Vaughan, and Nancy Womack. Angela Marlowe acted as secretary.

### **Professional Development – Faculty and Staff:**

Cathy Alexander and Sandra Boyd distributed to the Leadership Team lists of possible topics for Professional Development Day in February. After a lengthy discussion, no final decision was made at this time. Before Thanksgiving, both committee chairs will meet with Debbie Puett in order to coordinate a firm plan and schedule for Professional Development Day.

### **Learning Strategies:**

Debbie Puett gave an update for Donna Harrison and Kim Gold. The sub-committee is continuing working on establishing criteria for the new award which will recognize employees who have made a contribution to the learning environment.

### **Assessment:**

Nancy Womack reported that a campus-wide assessment meeting was held on November 3. There were a lot of great ideas generated for future workshops which will be a part of the campus-wide meetings in the spring. At this time, meetings are being planned for January, February, March, and April in order to promote activities that will be helpful with the implementation of the QEP. She also reported that the sub-committees are already meeting and working on this as well.

### **ESP:**

Cindy Moore reported that the committee met very briefly in October. They reviewed the progress report and also the focus groups summary reports. They are focusing and planning to update the central campus calendar. The committee plans to meet again on November 28 to address any other issues.

**Campus Life:**

Cindy Martin reported that the committee met in September, October, and November. She gave a brief report on the following meetings:

**September Meeting**

- + Organizational/Responsibilities
- + Annual Budget
- + Brainstormed ideas

**October Meeting**

- + Safety Seminar given by Carl Jackson was highly successful
- + SGA Hurricane Relief Effort

**November Meeting**

- + NC WAY to Health program
- + Hillbilly Hoedown was very successful

The committee plans to meet again in December to discuss future ideas. She asked the taskforce chairs if they had any ideas or suggestions to let her know.

**TALC Support:**

DeWalt Koone reported that Susan Hargett and Cindy Moore have been working diligently putting a list of guidelines and procedures together to assist TALC Chairs and Vice-Chairs in carrying out their duties.

Debbie Puett distributed a draft of the TALC Support for 2005-2006 to the taskforce chairs to review and discuss. Those listed below have volunteered their assistance. There is one area (cooperative learning) still vacant. She asked if there was anyone on the TALC Leadership Team who would like to volunteer, or if they knew someone who might be interested in assisting to let her know.

<b>Area</b>	<b>Primary Contact</b>	<b>Backup</b>
Travel	Lois Scruggs	Susan Hargett
Professional Services (Speakers)	Libby Cheshire	Priscilla Simmons
Food	Susan Hargett	Lois Scruggs
Minutes	Angela Marlowe	TBD
Supplies	Priscilla Simmons	Libby Cheshire
Cooperative Learning		
Reserving Facilities for Convocation and Professional Development Day	Debbie Puett	DeWalt Koone
Reserving Facilities for other Activities	Individuals using the space	
Setup Requests for Facilities	Individuals using the space	

**Technology Update:**

Susan Vaughn reported the following:

- ✚ College wide inventory is completed and the equipment allocations have been made.
- ✚ Security is still a big issue.....need to be extra careful to not leave doors unlocked.

**Roundtables:**

There is one roundtable possibly being discussed.

**Meeting Schedule:**

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