



Minutes

TALC Leadership Team Meeting
December 7, 2005

Members present: Debbie Puett, Dr. Bill Lewis, Dr. Myra Johnson, Cathy Alexander, Sandra Boyd, Kim Gold, Donna Harrison, Donna Hood, Cindy Martin, Melissa Quinley, Scott Scheer and Nancy Womack. Angela Marlowe acted as secretary.

Professional Development Day

Debbie Puett announced that Professional Development Day is scheduled for February 7, 2006. The taskforce chairs reviewed and approved the menu being served for breakfast and lunch. A tentative agenda prepared by Cathy Alexander and Sandra Boyd was distributed to the taskforce chairs for review and discussion. Cathy gave an overview of the plans for the day. All employees will be involved in the morning session. Staff may have the option to attend the afternoon session (Brain-Based Learning) with faculty or attend two of the six workshops. The workshop topics include: Healthy Choices, Investing, Safety on Campus and Beyond, Panel Discussion on Retirement, Becoming a Parent to our Parents, and Campus Drills (fire, bomb threat, etc.).

Learning Strategies:

Donna Harrison reported that Vickie Covington and Melissa Quinley attended the Brain-Based Learning workshop on November 17 at Central Carolina Community College. They were very impressed with the presenter.

Kim Gold reported that the sub-committee has been working on the concept of an award for faculty and staff to promote learning college principles. The award is called the "Golden Apple Award" which is intended to recognize faculty and staff (representative of the campus body) who have gone above and beyond the normal expectations of their job. Their concept of it was that it would be a time of celebration of all the great things (many times goes unnoticed) that goes on across campus. The "Golden Apple Award" will be awarded up to ten people per year and presented on Convocation Day. They are also exploring the possibility of doing a little publication.

Donna Harrison mentioned that the committee will meet on Thursday (December 8) to discuss their plans for spring as far as cooperative learning training, round tables, and summer institute.

Institutional Effectiveness

Donna Hood reported that the committee has not met since the last TALC meeting.

Assessment:

The publication of the QEP Update was distributed to the TALC Leadership Team. Nancy Womack reported that the committee is beginning to follow-up on the implementation of the QEP. The first campus-wide assessment meeting is scheduled for January 18, 2006. There will be a campus-wide assessment meeting planned every month during spring semester. She mentioned there is a fairly large group going to Lenoir-Rhyne Community College on January 5, 2006, to investigate a program on Imbedded Assessment to see if this would be something for us to consider.

Campus Life:

Cindy Martin reported that the committee met on November 29. They discussed some of the previously held events. Marnie Smathers designed a “thank you” card to send to Carl Jackson for his contribution on promoting safety on campus. The Campus Life taskforce will use the standard “thank you” card to send to future presenters for their contribution. The committee mainly discussed ideas of having an “International Festival”. The response was very positive. They plan to meet in January and hopefully introduce in the spring.

Guidelines and Procedures / TALC Support:

The TALC Support for 2005-2006 has changed since the last TALC meeting. Debbie Puett distributed an updated version of the TALC Support to the taskforce chairs. The only change, thus far, is the support staff (highlighted in yellow) was transposed. Debbie mentioned that these are the people you can contact for assistance. She also reminded the taskforce chairs to send all paperwork through her office which will enable her to keep track of the budget.

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

Area	Primary Contact	Backup
Travel	Lois Scruggs	Susan Hargett
Professional Services (Speakers)	Libby Cheshire	Priscilla Simmons
Food	Susan Hargett	Lois Scruggs
Minutes	Angela Marlowe	TBD
Supplies	Libby Cheshire	Priscilla Simmons
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	

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Roundtables:

Donna Harrison mentioned that there will probably be at least one if not more roundtables in the spring from Learning Strategies.

Meeting Schedule:

The next meeting will be in January. Debbie will notify the taskforce via email to solicit possible dates for spring.