



Minutes  
TALC Leadership Team Meeting  
March 8, 2006

Members present: Debbie Puett, Dr. Bill Lewis, Dr. Myra Johnson, Cathy Alexander, Sandra Boyd, Jay Coomes, Rhonda Davis, Donna Harrison, Donna Hood, Maggie Killoran, Cindy Martin, Cindy Moore, Melissa Quinley, Scott Scheer, Susan Vaughan and Nancy Womack. Angela Marlowe acted as secretary.

**Conferences:**

Debbie Puett mentioned the following upcoming conferences:

- NCCCS Conference will be held in Greensboro, NC, on October 8–10.
- League for Innovation Conference on Information Technology will be held in Charlotte, NC, on October 22–25. Deadline for proposals is March 24.
- Teaching that Works Conference will be held at Central Carolina Community College (Sanford, NC) on April 6.....Jay Coomes and Hilda Moore have shown an interest in attending.
- Teaching for a Change Conference will be held in Park City, UT in June.

**Guidelines and Procedures/TALC Support:**

Since the last TALC meeting, Debbie received feedback from several individuals regarding the TALC Procedures for Campus Events. Debbie distributed the latest document to the taskforce chairs for review and discussion. Several suggestions were made and Debbie will send a finalized document via email to the taskforce chairs. At any time this document is being utilized and updates are needed in certain areas, the taskforce chairs were asked to send those corrections to her so she could update the document periodically.

**Timeline Update:**

Debbie is updating the TALC timeline. The taskforce chairs received an email requesting a list of activities or accomplishments that have occurred in their taskforce since January 2005. She asked the taskforce chairs to submit their list as soon as possible.

**Budget/Travel Plans :**

Debbie asked the taskforce chairs to let her know of any other upcoming travel being planned and also their spending plans (if any) for the remainder of the year.

**Campus Life:**

Cindy Martin reported that the committee is sponsoring an “International Festival” which will be held in the gym on Thursday, April 13 from 10:00am – 2:00pm. She encourages faculty, staff, and students to come and be a part of this event. Questions have been developed for students to have answered at the event as part of a scavenger hunt. Entertainment is scheduled that day; however, she would like to have one more fun entertainment as a “crowd drawer”. She asked the taskforce chairs if they had any ideas to let her know.

**Assessment**

Nancy Womack reported that the continuing series of assessment program presentations from the various program areas are going quite well. Arts and Sciences will be presenting their program assessment plan on March 22. Four participants are giving a presentation at the NC State 4<sup>th</sup> Annual Undergraduate Assessment Symposium in Raleigh, NC, on April 6–8. The committee is also working on a series of questionnaires because Alverno College, recipient of the Lumina Grant to study outcome assessment, has invited Isothermal Community College to participate in a summer consortium with other institutions. Brett Parker and Steve Hollifield will be representing us. Erin Riddle and Angie Ledford have shown an interest in attending the Summer Institute at Alverno College.

**Professional Development – Faculty:**

Cathy Alexander reported that the committee met on February 23. Copies of the evaluation results were distributed to the taskforce chairs. She gave an overview of the results from professional development day. The committee is investigating the possibility of having Debra Jones create a webpage providing notice and accessible links about the various professional development opportunities available to faculty. Faculty will have an opportunity to participate in any of the upcoming activities if interested. NC Net Academy, NCCCS Conference and Teaching that Works were mentioned as great opportunities for professional development. The planning of convocation 2006 has begun.

**Professional Development - Staff**

Sandra Boyd reported that the committee will meet on March 13 to review the evaluations and begin planning for fall convocation.

**Learning Strategies:**

Donna Harrison reported that the committee met in February. The Golden Apple Award has been established and the deadline for submitting applications is March 30. The two roundtables (Jigsaw and Structured Controversy) held in February had extremely low attendance. Donna is trying to switch the next roundtable (Hybrid Courses) scheduled on March 21. The Cooperative Learning Foundations Training, this year, will be held on the campus of Patrick Henry Community College on May 16–18. The committee is investigating a collaborative effort for offering foundations training with Western Carolina University and Appalachian State University, summer 2007. Both universities have said that it is possible for participants to receive college credit.

**Institutional Effectiveness**

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

**ESP:**

Cindy Moore reported that the committee is currently working on staff evaluation, print standardization, key security, standardization of forms, and central campus map and also investigating used bookstore and computer lab accessibility.

**Datatel Update:**

Maggie Killoran reported the following:

- Most of the conversions are complete in Datatel
- Securities are setup (as to what level of access needed in different areas such as advisors, deans, admissions staff, etc.)
- The live account is currently being used in Datatel

**Technology Update:**

Susan Vaughan reported the following:

- The PC installation is going quite well. Almost all of the new public access or lab stations are in place in the different areas.

### **Technology Update (continued)**

- The IT staff continues to work on problems associated with the recent GroupWise upgrade. The slowness (latency) is caused by a combination of issues which currently are being work on. Problems occurred because the server has a new IP address and the GroupWise database had to be rebuilt. Staff may increase speed of operations by keeping their “in box” below 100 messages. Those still having a D109 error message should contact Jeff McEntire. Time to correct the problem can be up to two hours unless the computer has current patches already in place. The IT staff expect GroupWise operations to improve soon.
- The Distance Learning coordination team consisting of Tim Greene, Marisa Sudano, Curtis Vance, Debra Jones and Susan Vaughan will meet on March 9. The coordination team is developing an advising team membership (which will provide a broader input in decision making) and also focusing on the definitions of distance learning courses based on delivery method (traditional, hybrid, etc.).
- Training in the new Blackboard (version 6) may be required; progress of the Blackboard migration will determine this.

### **Roundtables:**

- Hybrid Courses – An Introduction to the Concept and How to get Started  
March 21, 2006, at 2:30p.m., Business Sciences – Room 125

Although Cindy Moore is not planning a roundtable, she does plan to reschedule the retirement overview session “Time Marches On” for those who were unable to attend on professional development day. She will send an email to everyone.

### **Minutes Posted on the Web:**

Debbie reminded the taskforce chairs to post their minutes on the web.

### **Meeting Schedule:**

Wednesday, April 12 at 2:15pm in the Blue Room