



Minutes
TALC Leadership Team Meeting
September 13, 2006

Members present: Debbie Puett, DeWalt Koone, Dr. Bill Lewis, Dr. Myra Johnson, Mike Gavin, Sandra Boyd, Jay Coomes, Rhonda Davis, Susan Foster, Jo James, Maggie Killoran, Cindy Martin, Brett Parker, Jamey Spratt, Susan Vaughan, Nancy Womack, and Carolyn Young. Angela Marlowe acted as secretary.

Welcome New Members:

Debbie Puett welcomed new members of the TALC Leadership Team: Jamey Spratt and Carolyn Young – Academic Advising co-chairs, Brett Parker – Assessment vice-chair, Jo James and Erin Riddle – Learning Strategies co-chairs, and Mike Gavin – Public Information Officer.

Debbie distributed a list of duties to the new taskforce co-chairs and vice chair. She also distributed copies of the TALC Taskforce Membership list and asked that any additions be given to her so she could have Jeff McEntire update the GroupWise distribution lists and Debra Jones update the Website membership lists.

Old Business:

Debbie mentioned that this summer we discussed possibly adding books/articles to the current list of resources on reserve in the library. The idea was derived after Debbie acquired several books that she wanted to share with other faculty members. She asked the taskforce team what they thought would be the best way to advertise these resources readily available for faculty and staff use. Some of the suggestions were having a series of roundtables, posting a list on the TALC website so faculty members could review at their leisure, and displaying them during Convocation Day (August) and Professional Development Day (February).

Debbie asked if anyone does come across any books or articles that are interesting or if it needs to be purchased to let her or Susan Vaughan know so that it may be shared with other faculty members across campus.

The TALC Leadership Team will be receiving electronically an updated list of instructional resources that Debbie received from Susan.

Website:

The taskforce chairs were asked to review the TALC homepage and their taskforce webpage before the first TALC meeting. Debbie asked the taskforce chairs to communicate with Debra Jones if they needed to update their webpage. She also asked if they had any ideas or suggestions of improving the TALC homepage to notify Debra.

Policies and Procedures:

The Taskforce Chairs were also asked to review the Guidelines and Procedures for Campus Events before the first TALC meeting. Debbie mentioned that she has not heard from all TALC support members of their willingness to continue to serve in 2006-2007. She did, however, hear from Lois Scruggs and Libby Cheshire and both have confirmed that they will continue to be responsible for their areas.

Susan Vaughan noticed on page 5 under Section C – “Purchase Requisition” of the Guidelines and Procedures that the letter to the vendors did not coincide with the actual website (ncgov.com). There is a more recent letter now posted with correct instructions for the vendors in GroupWise. Revisions were submitted to Debbie with instructions on what to do in order to get to the place of checking to see if the contractor or speaker or facilitator is a registered vendor.

After final revisions have been made to the Guidelines and Procedures for Campus Events, Debbie will send an updated version via email to the TALC Leadership Team as well as posting the document in GroupWise.

Academic Advising:

Jamey Spratt reported that the taskforce has not met; however, recently the committee developed an Academic Advisors Handbook and submitted copies to everyone. During the summer, he and Carolyn Young went to Portsmouth, Virginia, to the NACADA Advising Institute. The committee will be looking at our advising system and from the materials they received regarding standards for revising programs begin looking to see how our programs are lining up.

Assessment:

Nancy Womack reported that she was very pleased with their membership list. There were quite a few people from the service sector who joined their membership. The committee met on September 11 and discussed goals for the year. The campus-wide assessment meetings have been scheduled and published. They will be focusing and showcasing some of the assessment work already being done in the service areas, and as far as curriculum, they will be revisiting the rubrics.

Campus Life:

Cindy Martin reported that she and Susan Foster were very excited with their membership list. They received six new members. The committee has scheduled several campus-wide events for the fall. On October 3, they are sponsoring a “Tug of War” on Grub Day. Cindy encouraged faculty, staff, and students to participate. The committee will also be helping and supporting Kimberly Snyder in a Smoking Cessation Program scheduled sometime in October. On November 1, Stephen Matheny, Cindy Moore, Carol Lattimore, Bret Watson, and Cindy Martin are scheduled to attend a Wellness Training Seminar. On November 10, the committee is sponsoring the 2nd Hillbilly Hoedown which will be held in the lobby of Student Services at 7:00pm. She encouraged everyone to come and join the fun.

ESP:

Rhonda Davis reported that the committee has not met since the last TALC meeting.

Learning Strategies:

Jo James reported that the committee met on September 12. They discussed goals for 2006-2007. One of the goals, that’s of interest, is the development of a resource management process for new faculty and working on a website resource for instructors for cooperative learning as well as other teaching methods.

A Megna Online Seminar is scheduled September 21 on “Using Humor to Enhance Traditional and Online Instruction”. An email will be sent to ‘everyone’ regarding time and location.

Several people from Isothermal Community College will be presenting at the NCCCS (North Carolina Community College System) Conference scheduled on October 8-10 in Greensboro, NC.

Marisa Sudano has expressed interest in attending the League for Innovation Conference scheduled on October 22-25 in Charlotte, NC.

ERCBEC (Eastern Regional Competency Based Education Consortium) Conference is scheduled on November 1-3 in Myrtle Beach, SC. Melissa Johnson, representative from Professional Development – Faculty, Scott Hutchins and Rick Childress, representatives from Learning Strategies, will be attending the conference.

The committee is co-sponsoring a Cooperative Learning Summer Institute with Patrick Henry Community College scheduled in March 22-25, 2007, and will be held in Concord, NC. For new faculty and staff, they will be attending The Foundations of Cooperative Learning (brown book) facilitated by Isothermal Community College faculty, Roger Johnson is facilitating the Advanced Cooperative Learning (green book), and David Johnson will facilitate the Structured Controversy (red book) and also Conflict Resolution.

Professional Development – Faculty:

Jay Coomes stated that the committee met September 12. They reviewed the comments and feedback from Convocation Day. Copies of the evaluation results and comments were shared with the TALC Leadership Team. Overall, the evaluations were very positive.

Jay mentioned that there were some discussions concerning a guest speaker for Professional Development Day. The committee suggested Sharon Bowman from Utah for possible consideration. In addition to the February plans, the committee also discussed ideas for next fall's convocation. With a new president on campus, perhaps have someone from each program present a 60-second brief overview of who they are, what their program is about, and the content of the program. The committee has also proposed to the leadership team to consider the possibility of having a college-wide retreat at Kanuga in the spring 2008. He mentioned that the committee discussed some of the major conferences/seminars. Terry McEntire has expressed interest in attending the ERCBEC conference.

Professional Development – Staff

Sandra Boyd reported that the committee met September 11 to review and discuss the evaluation forms from Convocation Day. They too are planning Professional Development Day and had discussions concerning a guest speaker. There were two recommendations Lib Willis Fowler and Fred Brock. One of the things mentioned was perhaps having the workshops in the morning and then lunch and then everyone getting together in the afternoon. Several of the committee members felt that there needs to be more done with campus safety awareness. This was derived after attending the campus safety and emergency response workshop held on convocation day. The committee suggested and discussed having a need for practice drills so that everyone would know what to do in case of an emergency. It was suggested that perhaps extend the drill(s) over the course of the year with a variety of different scenarios. The committee also discussed the ERCBEC conference and two people have shown interest. The staff award sub-committee will be submitting state guidelines to Dr. Lewis within a month to six weeks.

Datatel Update:

Maggie Killoran had no new developments since the last TALC meeting.

Technology Update:

Susan Vaughan reported the following:

- Adjunct faculty have been added to thelearningcollege.org email system.
- The 153 college PC units to be replaced are being ordered in groups of approximately 20. The new Datatel server has arrived.
- There have been some calls from students for Moodle support, usually because of forgotten password or enrollment key. It may be helpful for the labs and library to receive lists of enrollment keys in order to assist students who are attempting to access Moodle.
- Lisa Barrows is using video conferencing this semester and has experimented with leading her class remotely from the Polk Center. Although there are problems to be resolved, overall the sessions have been going well with good audio, video, and connectivity.

Roundtables:

Possible topics for roundtables include Travel and Study in the Classroom (co-hosted by John Quinley and Brett Parker); Cooperative Learning Resource Website; Technology in the Classroom; and Books in Reserve

Other Items:

Debbie reminded the TALC Taskforce Team to use the Meetings Calendar when scheduling their taskforce meetings and to post their taskforce minutes on the website.

Meeting Schedule:

Wednesday, November 1 at 2:30pm in the Red Room

Tuesday, December 5 at 2:30pm in the Blue Room