



Minutes
TALC Leadership Team Meeting
November 1, 2006

Members present: Debbie Puett, Dr. Bill Lewis, Dr. Myra Johnson, Mike Gavin, Cathy Alexander, Jo James, Brett Parker, Erin Riddle, Jamie Spratt, Susan Vaughan, Nancy Womack, and Lois Scruggs. Angela Marlowe acted as secretary.

Policies and Procedures:

The leadership team received the latest revision of “Guidelines and Procedures for Campus Events” and a list of current resources available on reserve in the library. After a brief discussion of how to disseminate and where to reside these documents, it was agreed to send an initial email to “everyone” announcing the location of the two new documents being placed on the Isothermal Intranet under a new category “TALC”. It was also suggested to include the list of reserved resources available in the library as part of the New Employee Orientation Packet for distribution to new faculty members.

Spring Professional Development Day (Tuesday, February 6):

Cathy Alexander reported that the Professional Development–Faculty taskforce met on October 12. Marcia Jackson will be facilitating a three-hour session on “Preventing Death by Lecture”. The committee has tentatively agreed to purchase twenty-five (25) handbooks of which fifteen (15) will be given as “door prizes” during the session, and the remaining ten (10) will be distributed across campus to the different departments. The remainder of the day is still under construction. The PD–Faculty and PD–Staff Chairs and Vice-chairs are working out the details with Stephen Matheny to determine time and space needed for the “Safety” topic.

Great Teachers’ Retreat:

Debbie announced that the North Carolina Great Teachers’ Retreat is scheduled February 22 – 25, 2007. She asked the taskforce team if they had anyone (especially new employees) interested in attending to let her know.

Taskforce Goals:

Debbie reminded the TALC chairs if they have any other taskforce goals that were not reflected in their budget to submit their list to her as soon as possible.

Debbie announced that we currently have two airline tickets from US Airway that were leftover from last year. The tickets must be used within one year from date of issue (March 27). She asked if anyone was planning to attend a conference and needed airline tickets to let her know.

Focus Group Summaries:

The results of the ACA Focus Group Summary from spring 2004 through fall 2005 are being forwarded to the leadership team to review and possibly address in their taskforce.

Technology Update:

Susan Vaughan reported the following:

- **Pirated Software** - The IT staff have been contacted by the Director of Internet Enforcement representing the Business Software Alliance (BSA). BSA has determined that someone using an Internet account under the college's control has been illegally reproducing and distributing pirated software via the college network in violation of Section 512 of Title 17 of the U.S. Code, as enacted by the 'Online Copyright Infringement Liability Limitation Act'. IT staff encourage instructors to remind students of the seriousness of copyright infringement and of the importance of abiding by the Computer Resources, Internet and Network Use policy.
- **Network Speed and Access** - IT staff have been concerned about network speed and bandwidth issues recently and requested a report from ITS in Raleigh. It showed a number of frequently accessed sites on the student side that appear to be music file sharing and videos. These have been consuming large amounts of bandwidth and causing problems in network speed. In addition, students have been using social sites in some computer labs and in the library to the point of displacing those who have legitimate network needs. Due to problems of accessibility and bandwidth, and in accordance with the Computer, Internet, and Network Use Policy, a number of the problem sites are being blocked at the firewall. If anyone has a legitimate need to access a site that is blocked, IT staff will make adjustments as needed.
- **Wireless Access** – IT staff are working on setting up wireless access points at a number of locations within the college. Wireless access will permit students and staff to use their own laptops to access the network and conduct business without being tied to the network.

Technology Update (continued):

- **IT Audit** – Results of the May through July 2006 follow-up of the 2004 IT audit have been received this week. IT staff have corrected problems that were noted as much as possible. Some findings require further attention and will be addressed as soon as is practical.
- **Transcript Conversion** - IT staff expect to complete the project by the end of this week (October 30 – November 3).
- **Datatel Server** – The new server has been tested and in operation for about three weeks.
- **NC Mentor** – Curtis attended a workshop on a new project tying the College Foundation of NC (CFNC) to Datatel and allowing applications to flow straight into Datatel without intervention. This is done through an on-line application form that doesn't need to be re-keyed by admissions personnel.
- **New Position** – A Server Administrator position has been added to the IT department. The position is to maintain security of the college network, Windows servers, and UNIX servers and to assist with PC maintenance. Carson Thomas has accepted the position and began work on October 30.
- **Reminder:** Moodle Training sessions are Monday, November 6 (5:00pm – 7:00pm); Thursday, November 9 (12:30pm – 2:30pm and 2:30pm – 4:30pm); and Friday, November 10 (9:00am – 11:00am and 11:00am – 1:00pm). All sessions will be in Room 125 in the Business Sciences building.

Academic Advising:

Jamie Spratt reported that the taskforce is in the process of reviewing the initial stages of student involvement with advising. One of the things the committee wants to address is try to get students prepared for their very first advising session. The committee's long-term goal is to delineate an advising process (flowchart).

Assessment:

Brett Parker reported that Karen Jones has agreed to serve as vice-chair beginning spring semester. Much of the agenda for the semester is to continue the service effort in assessment. Stephen Matheny will be presenting at the next campus-wide assessment meeting scheduled for November 20. The teams who are reviewing the rubrics will be presenting a mid-point report in the November meeting.

Campus Life:

Debbie Puett gave the report for Cindy Martin. The tug-of-war contest was held on Grub Day to promote employee/student interaction. The 2nd Annual Hillbilly Hoedown is scheduled November 10 and will be held in the Student Center Lobby from 7:00pm until 10:00pm. Cindy Martin and several members of the taskforce are attending a Wellness Training Seminar to promote wellness on campus. They are in the process of planning some activities for Sports Day.

ESP:

Debbie Puett announced that in their last committee meeting Susan Vaughan agreed to serve as ESP co-chair. Susan reported that the committee met on October 18 and reviewed the projects that were still outstanding. The committee members agreed to continue to make progress toward completion of the projects.

- **Central Campus Map** – The committee discussed the importance of this project and will continue to work on implementation. There was a suggestion made that a map might be incorporated into information kiosks in several locations.
- **Staff Evaluations** – The members agreed that the efforts should continue on this project. The subcommittee plans to develop core criteria that would apply to all personnel and additional criteria that are customized for each area based on unit objectives and employee responsibilities. Cindy is going to continue to promote and encourage progress on this project.
- **Paint Standardization** – The committee was asked by Rick Edwards to assist in reducing paint color choices to a more manageable number for efficiency and cost effectiveness. Susan worked with Rick in developing a standardized color chart which includes a variety of neutral, pastel, medium, and deep colors.
- **Key Security** - The inventory of the college key assignments has been completed. The policy for employee check-out procedures has been modified to include recovery of keys, forms and checklist will be developed to facilitate the procedure of assigning and recovering keys. There is an exit interview in place for full-time personnel, but there needs to be a system for recovering keys from adjunct faculty and other part-time employees.
- **Used Bookstore** – The PTK is not sponsoring the used bookstore at this time. Currently they are investigating other institutions to see what facilities or services they offer students who wish to purchase used textbooks.

ESP:

- **Computer Lab Accessibility** – The proposal for a large open lab to provide access and user support for a variety of applications and to have extended hours for students is on hold until the new building is finished at which time there may be a possibility of space available.
- **New Business** – It was suggested that a building “key” be included in the student schedule booklets and student handbooks to assist students decode the abbreviations. Kelly Metcalf is checking to see if an additional page could be added to the schedule booklets as well as the student handbooks.

Learning Strategies:

Jo James reported the following:

- Brett Parker, John Quinley, Scott Hutchins and Jo James plan to attend World View next month (December).
- Sub-committees were developed based on the following goals:
 - ❖ **Cooperative Learning Institute** – will be held on March 22 – 25, 2007, at Chatmoss Country Club in Martinsville, VA, in conjunction with Patrick Henry. There are funds available for all new employees to attend the Brown Book training presented by Chris Koone, Erin Riddle, and Jo James; and also for employees to attend the Green Book training (2nd level) presented by Roger Johnson; and a third session in structured controversy and solving controversy in the classroom presented by David Johnson.
 - ❖ **Round Tables** – possibly for spring 2007
 - ✚ Travel and Study
 - ✚ Technology in the Classroom
 - ✚ Assessment in Formative and Affective Learning to Drive Problem Solving
 - ❖ **Instructor Resource Management** – exploring ways on how to effectively educate faculty on what resources are available either through cooperative learning, problem-based learning, advising, ACA 115, etc.
 - ❖ **Professional Development** – exploring for possible topics
 - ✚ Multiple Intelligence Theory
 - ✚ Multi-Generations in the Classroom
 - ✚ Audio Visual in the Classroom

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Conferences:

Innovations Conference is scheduled March 4 – 7, 2007, in New Orleans, LA
AACC Conference is scheduled April 14 – 17, 2007, in Tampa, FL.

Website Reminder:

Debbie reminded the taskforce chairs to review their taskforce webpage and if there are any changes to contact Debra Jones. She requested that they let her know as well.

Meeting Schedule:

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