



Minutes
TALC Leadership Team Meeting
December 5, 2006

Members present: Debbie Puett, DeWalt Koone, Mike Gavin, Sandra Boyd, Jay Coomes, Thad Harrill, Jo James, Cindy Martin, Cindy Moore, Erin Riddle, Marnie Smathers, Jamie Spratt, Susan Vaughan, Nancy Womack and Carolyn Young. Angela Marlowe acted as secretary.

Old Business:

Debbie announced that the two airline tickets (leftover from last year) have been spoken for. Two people will be attending the Innovations Conference scheduled for March 4-7 in New Orleans, Louisiana. Also, seven people will be attending the North Carolina Great Teachers' Retreat on February 22 – 25, 2007.

Spring Professional Development Day:

Sandra Boyd briefly discussed the activities planned for Tuesday, February 6. The morning session is predominantly on Campus Safety and will involve all employees. A list of workshops planned for the afternoon was distributed. The workshops for staff will consist of Mini Health Fair; 3rd Party Programs; Color Me Beautiful; Emergency Preparedness for Home and Auto; Financial Planning; Identify Theft/Protecting Personal Info; and What the State Employees Credit Union Can Do For You.

Jay Coomes reported that the afternoon workshop predominantly for faculty (and any interested staff) is "Preventing Death by Lecture" which will be presented by Marcia Jackson.

Technology Update:

Susan Vaughan reported the following:

- **Web Advisor** – Curtis Vance and Carson Thomas, new IT person, are implementing the Web Advisor.
- **R25** – The R25 Room Scheduler is being explored. According to the information being reported, it will take a great deal of time for implementation. There is some question about whether to proceed with this product since the IT staff will soon be forced to upgrade Datatel sometime in the spring.

Technology Update (continued):

- **Wireless Access** – Jeff McEntire continues setting up wireless access points at a number of locations within the college. It is expected to be up and running by spring.
- **Reallocating Computers** – Sheila Francis is working on the computer reallocations. While the new computers are being distributed, there are some computers that are still within the maintenance contract that are also being reallocated.

Academic Advising:

Jamie Spratt reported that the committee met on November 17. He mentioned Tom Brown, who spoke at the NACADA Advising Institute, as a possible speaker for professional development day in August. Prior to his coming, college documents would be requested so that his presentation would basically be tailored to the college needs. Jamie felt that one of his presentations “Conceptual and Relational Issues in Supporting Students Beyond the Classroom” would be appropriate for an entire campus group. Carolyn asked if it would be possible when the campus met as a group to devote 15 minutes to discuss the importance of advising. Some suggestions were: campus-wide assessment meetings, spring professional development day, roundtables, emails, divisional meetings, and webpage.

Assessment:

Nancy Womack reported that Karen Jones will be serving as vice-chair beginning January and Brett Parker will serve as chair. She distributed the “History and Diverse Cultural Perspectives Program Analysis” document, which is a curriculum mapping. This document will be disseminated to Arts and Sciences faculty to begin looking and rating their courses that are currently being taught. Then possibly offer the curriculum mapping to other areas where it may be applicable. The campus-wide assessment meetings are set up for the remainder of the year. The meeting in January will be devoted to some of the service assessment including information services and student affairs. February will be devoted to the rubrics subcommittees (presently working independently) for their presentations.

Business and Industry:

Thad Harrill reported that the committee has not met since the last TALC meeting but an update was given. Mike Saunders will be meeting with Tim Greene, Chris Koone, Dr. Myra Johnson, and Kim Gold on December 13, 2006, to discuss the State Data Center that’s moving in the Corporate 74 Business Park. On Thursday, December 14, Thad will be meeting with EDC. They are bringing someone who says that they can employ up to 600 people.

Campus Life:

Cindy Martin reported that she, Cindy Moore, and Brett Watson attended a Wellness Training Seminar in Hickory. They plan to incorporate the valuable information received to promote wellness on campus this spring. Once a month, the committee plans to promote health awareness events. They are looking at possibly offering a Weight Watchers program on campus for 17-weeks (costing \$176 per person) or 12-weeks (costing \$144 per person) but will need at least 15-20 people to join. An email will be sent to see if anyone is interested. They also plan to do a smoking cessation promotion.

ESP:

Cindy Moore reported that the committee met November 29. The committee continues working on projects that are still outstanding.

- **Central Campus Map** – Susan Hendrick and Rhonda Davis are working with Cathy Alexander, Nathan Fisher and Scott Bradey on developing stands that are waterproofed and also revising the campus map.
- **Staff Evaluations** – In January, Cindy will meet with the subcommittee on their progress towards developing core criteria that would apply to all personnel and additional criteria that are customized for each area based on unit objectives and employee responsibilities.
- **Used Bookstore** – Cindy plans to talk with Mel McCurry and Amy Penson in January about the possibility of our bookstore purchasing and selling used books.
- **Key Security** – The inventory of the college key assignments has been completed except for Applied Science, Continuing Education, and PE. Some concerns are lack of centralized location and key distribution, guidelines to determine who gets a key (master key) or which keys. The committee hopes sometime in the future of possibly re-keying the college.

Learning Strategies:

Jo James reported that the committee met on November 29. The following topics were discussed:

- **World View** – She, Scott Hutchins, and John Quinley attended World View at UNC-Chapel Hill. The committee is exploring the possibility of joining this consortium. The only commitment would be sending faculty, staff, and administration to two conferences annually. By joining, this will enable us to have access to all resources available. Jo mentioned Peter Brews and Gary Gereffi who spoke at the World View conference as suggested speakers for professional development day.

Learning Strategies (continued):

- **Cooperative Learning Institute** – will be held in Martinsville, VA, on March 22 – 25, 2007, in conjunction with Patrick Henry. The Brown Book training (introductory level) will be presented by Chris Koone, Erin Riddle, and Jo James for all new employees. Members on the Learning Strategies taskforce were encouraged to attend the Green Book training (2nd level) if they had already completed Brown Book. The Creative Controversy (Red Book training) will also be offered.

- **Instructor Resources** – The sub-committee is using moodle as an on-line tool to serve as a repository. The course on moodle has been created and the sub-committee members have been working on building the skeleton with very little flesh on it. Faculty can visit the site on moodle. No key is required.

- **Roundtables:**
 - ✚ Assessment in Formative Learning – January 20, 2007
 - ✚ Asking Good Questions and Getting Good Answers – February
 - ✚ Travel & Study – March
 - ✚ Online Instructor Resource Repository – April

Jo mentioned that in their last meeting John Quinley suggested providing lunch to roundtable attendees as an effort to improve attendance. She asked the taskforce chairs if they had any suggestion on how to boost roundtable attendance to let her know.

Professional Development – Staff:

Sandra Boyd reported that the committee met on November 27. The staff award was submitted to Dr. Lewis. The committee has submitted a proposal requesting funds in a similar manner as the Eaves Award is for faculty. This is still in the process of being viewed by the group that was approached.

Next Semester Meetings:

Debbie asked the taskforce chairs to send her their afternoon teaching schedule so that she can begin planning next semester TALC meetings.