



Minutes  
TALC Leadership Team Meeting  
April 24, 2007

Members present: Debbie Puett, DeWalt Koone, Mike Gavin, Sandra Boyd, Jay Coomes, Jo James, Maggie Killoran, Cindy Martin, Erin Riddle, Jamie Spratt, Susan Vaughan and Carolyn Young. Angela Marlowe acted as secretary.

**Primer Update:**

Debbie Puett reported that the Learning College Primer is ongoing and hopefully will be available for distribution this fall. Even though Cathy Alexander, Jo James and Debbie Puett will primarily be working on this project, taskforce chairs were asked to review the Learning College Primer for any suggestion / input / feedback on improving the primer.

**Professional Development – Staff**

Although the committee has not met officially, Sandra Boyd reported that the committee has been coming up with some workshops for convocation and professional development. Possible workshop topics include Office 2007 in Word and Excel, Wireless Connection (now available on campus), Follow-up on Safeguarding Your Identity, Telephone System, Color Analysis, and additional Safety Awareness Training (a lockdown procedure is now in place on campus).

**Professional Development – Faculty:**

Jay reported that the committee will meet Thursday, April 26, to begin looking at potential topics for afternoon workshops on the second day of convocation. They will be exploring a number of possible speakers recommended by the folks who attended ERCBEC conference.

Jay mentioned to the TALC Leadership Team that he received two notifications: (1) the state is putting together a “Train the Trainer” workshop especially developed for the purpose of training professional development for adjunct/part-time faculty at Southwestern Community College (Sylva, NC) on Friday, June 1; and (2) we have been approached by Western Carolina University to visit our campus to see if there is any interest in their master’s program for “Community College Administration”. Jay asked if anyone has an interest and would like more information regarding the workshop or master’s program to see him.

**Professional Development – Faculty (continued):**

Jay gave an overview on the “Learning Conversations” Conference he attended three weeks ago at Valencia Community College in Orlando, FL. Not only was the conference informative, but he highly recommended sending several folks to the next scheduled event. Another conference is tentatively being planned for fall 2008.

**Academic Advising:**

Carolyn Young reported that she is continuing working on the Advising/Orientation video to provide information for students. She felt that the advising survey Vickie Covington recently sent requesting input on improving advising effectiveness is going to be a great resource for them.

Jamie Spratt reported that Tom Brown will be addressing all employees in the morning session on the first day of convocation. In the afternoon session, he will conduct two workshops for faculty and any interested staff involved in advising and registration. Other staff members would choose from a list of recommended workshops.

Discussion from the last TALC meeting was recalled of having everyone meet for the morning session on the second day for the presentation of the Golden Apple Awards and Staff Award. It was also being considered possibly having departmental meetings and then afterwards workshops for faculty and any interested staff.

**Assessment:**

There was no report from Assessment taskforce.

**Business and Industry:**

There was no report from Business and Industry taskforce.

**Campus Life:**

Cindy Martin reported that since the last TALC meeting they sponsored a “Healthy Lunch” on April 5 and had a very successful March of Dimes on April 21 (Saturday). The taskforce is sponsoring two events (tug-of-war and volleyball) on Sports Day which is scheduled tomorrow (April 25) at 11:00am.

**ESP:**

Debbie Puett announced that Cindy Moore has requested to step down as Chair of ESP taskforce. She asked if there were any interest in chairing this taskforce to let her know.

### **Learning Strategies:**

Jo James reported on the following:

- **Cooperative Learning Institute** – was conducted at Patrick Henry in Martinsville, VA, on March 22–25. The brown book training had over thirty plus (30+) people attending and the response was good. Overall the feedback was very good for those who attended the red book training and green book training conducted by Roger Johnson and David Johnson. Although several people were interested in attending the yellow book training this summer in Minnesota, no one will be available to attend the scheduled dates due to other obligations.
- **World View** – The World View globalization aspect of their courses is moving forward and is being spearheaded by Scott Hutchins. Kim Gold will be attending the Global Leaders Conference at UNC-Chapel Hill this summer to present their action plan.
- **Instructor Resources** – Ashley Day and Rick Childress are spearheading this project and are currently working on the moodle website for faculty to discuss the teaching strategies such as cooperative learning, problem based learning, etc. They hope, in February, to have a session during professional development day to inform faculty of this amazing resource which is more of a discussion/feedback forum. Mark Ellis is spearheading a moodle website, in addition to the Human Resource Management Orientation, as a training opportunity for new faculty (like himself) or adjunct faculty who are going through their first year of teaching at Isothermal Community College.

### **Technology Update:**

Susan Vaughan reported that Curtis Vance will be conducting a Campus Net Alert Training session for all full-time employees so they can familiarize themselves with the new system. The Campus Net Alert Training sessions will be held in the Library computer lab on Thursday, May 3 (10:00am – 11:00am and 3:00pm – 4:00pm); Friday, May 4 (10:00am – 11:00am and 3:00pm – 4:00pm); Thursday, May 10 (10:00am – 11:00am and 3:00pm – 4:00pm); and Friday, May 11 (10:00am – 11:00am).

### **Budget and Goals:**

Debbie asked each taskforce chairs to submit their annual goals and budget requests and planned activities for the upcoming year. She also reminded the taskforce chairs to check and see if their minutes were up-to-date.

### **Meeting Schedule:**

Debbie will establish two meeting dates for TALC Leadership Team to meet during the summer.