



Minutes
TALC Leadership Team Meeting
June 7, 2007

Members present: Debbie Puett, Mike Gavin, Cathy Alexander, Marnie Beaver, Sandra Boyd, Jay Coomes, Jo James, Cindy Martin, Brett Parker, and Jamie Spratt. Angela Marlowe acted as secretary.

Primer Update:

Debbie Puett will send the Learning College Primer electronically as a word document to TALC Leadership Team and any person(s) who would be responsible for revising/updating specific sections. Revisions/updates may be sent electronically or as a hardcopy to Cathy Alexander by June 22 (Friday). She and Jo James will compile and send to Susan Straw for corrections and then send a draft form for final approval before publishing.

It was recommended that the cover on the Learning College Primer match current publications. The theme used for the covers on the new catalogs and student handbooks were designed by the Advertising and Graphic students. Cathy will ask one of her students to redesign a new cover for the Learning College Primer.

Academic Advising:

Jamie Spratt reported that the taskforce has not met since the last TALC meeting. On Convocation Day (August 13), Tom Brown will be conducting a session in the morning for all faculty and staff. He will also conduct an advising workshop in the afternoon for all faculty and interested staff.

Professional Development – Faculty:

Jay Coomes reported that Sandra Boyd met with the PD-Faculty taskforce on May 31 to discuss the agenda for Convocation Day (August 13) and Professional Development Day (August 14). Copies of the tentative agenda were distributed to the TALC Leadership Team. Originally, plans were to present the Staff Award and Golden Apple Awards on professional development day, but as a recommendation, both awards will be presented on convocation day. He mentioned although we traditionally do not have everyone meet on Professional Development Day, there was a need to revisit what happened in the lockdown and evacuation drills back in February. On Tuesday (August 14), it is being proposed that all employees meet in the morning for a short review of the

Professional Development – Faculty (continued):

new procedures that have been put into place and then attempt to go through the evacuation and lockdown drills again. Departmental meetings as well as afternoon workshops for all faculty and interested staff are also being planned for the day.

The taskforce is exploring the possibility of having a college-wide retreat at Kanuga. It is being considered for fall 2008 or possibly spring 2009.

On June 1 (Friday), Kathy Ackerman, Kim Gold and Cindy Hightower attended the “Train the Trainer” workshop at Southwestern Community College in Sylva, NC. The workshop specifically addressed the needs for professional development for adjunct/part-time faculty. The material presented was not only appropriate for adjunct/part-time faculty but it also provides more ideas for full-time faculty too. There will be more follow-up on this at a later date.

Professional Development – Staff

Sandra Boyd reported that the committee met on May 28 (Monday) and is getting close to finalizing the workshops for convocation and professional development. The workshop topics include Office 2007 in Word and Excel, follow-up on Safeguarding Your Identity, Information Literacy, Online Library Resources, Color Analysis, Wireless Connections, Telephone Systems and Moodle.

While the advising workshop is being held on Monday afternoon for everyone involved in the registration process, alternative workshops will be offered for those people not involved in advising and registration. Also workshops are being planned for Tuesday afternoon for all faculty and any staff who wish to participate.

Assessment:

Brett Parker reported that the committee has not met since that last TALC meeting. The results from the Community College Survey of Student Engagement (CCSSE) will hopefully be returning in the next few weeks. One of the things being looked at is the service and field testing of the new competencies and rubric statements. They are working closely with the QEP Steering Committee to try to resolve about general education assessment – probably just two competencies per year beginning with interpersonal skills and information literacy. The campus-wide assessment meetings will continue next year, at least until the fall, for assessment updates on support and service areas. The Library Auditorium is being considered for a campus-wide meeting on September 10.

Campus Life:

Cindy Martin reported that the committee has not met since the last TALC meeting. Discussion for the fall is to promote more wellness at Isothermal. This year they are considering having the International Festival (held once every two years) in conjunction with Sports Day because of the 2008 Olympics. It was also discussed instead of a broad general International Festival they were thinking about possibly choosing a specific topic such as “Sports Around the World”.

ESP:

Debbie Puett announced that Susan Hendrick has agreed to Chair ESP taskforce for 2007-2008.

Learning Strategies:

Jo James reported on the following:

- **World View** – Scott Hutchins is leading the global education efforts. We are officially members of World View. Kim Gold is attending the Global Leaders Conference at UNC-Chapel Hill in June. The action plan for the global education is complete and posted as a separate document.
- **Instructor Resources** – Ashley Day and Rick Childress are spearheading this endeavor. The framework for the online course repository is up and running and addresses different learning styles and different teaching methods. In spring 2008, they hope to conduct a workshop in February (professional development day) on how to use this site. In the process of mapping out the online course repository, they discovered that a “new faculty” repository was needed. Mark Ellis is leading this effort and hopes to dovetail this with the Human Resource Management Orientation as training for new faculty and adjunct faculty so they can actually have a site to go to for some quick answers.

Business and Industry:

There was no report from Business and Industry taskforce.

Meeting Schedule:

Thursday, July 19 at 2:30pm in the Blue Room