



Minutes  
TALC Leadership Team Meeting  
July 19, 2007

Members present: Debbie Puett, DeWalt Koone, Dr. Myra Johnson, Mike Gavin, Cathy Alexander, Sandra Boyd, Jay Coomes, Susan Hendrick, Karen Jones, Cindy Martin, Jamie Spratt and Susan Vaughan. Angela Marlowe acted as secretary.

**Primer Update:**

Draft copies of the primer were sent to the TALC Leadership Team for their final review and revisions. Revisions not sent to Debbie beforehand were collected at the meeting. Debbie and Cathy Alexander will combine all changes into one book before sending to Susan Straw for corrections. The primers will be available fall convocation for all employees.

**Fall Convocation:**

An agenda for Convocation Day (August 13) and Professional Development Day (August 14) were distributed to the TALC Leadership Team for review and discussion of the activities being planned. Cathy Alexander announced that it has been requested not to deliver any printed materials for convocation or professional development to the Foundation Building until Friday (August 10) morning. The lobby would be available later that same day (around 2:00pm) to begin setting up for the two-day event.

Sandra Boyd distributed a list of workshops scheduled both days indicating the number of participants enrolled. Stephen Matheny will be presenting a check and plaque to the recipient of the Staff Award.

**Academic Advising:**

Jamie Spratt had no new developments since the last TALC meeting.

**Professional Development – Faculty:**

Cathy Alexander reported no new developments since the last TALC meeting.

**Professional Development – Staff**

Sandra Boyd reported no new developments since the last TALC meeting.

**Assessment:**

Karen Jones reported that the committee has not met since that last TALC meeting.

**Campus Life:**

Cindy Martin reported no new developments since the last TALC meeting.

**ESP:**

Susan Hendrick reported that the taskforce continues working on the campus map. They are hoping to have 11 x 17 maps posted at various places on campus that can be readily updated as needed during the year.

**Learning Strategies:**

There was no report from Learning Strategies taskforce.

**Business and Industry:**

Thad Harrill reported that one of their purposes is to continue connecting Isothermal's folks with the business and industry employers and having a better understanding of what the employer needs are regarding the workforce. He welcomed any ideas on how the taskforce could better serve the college. A meeting is being planned this fall.

**Technology Update:**

Susan Vaughan reported the following:

- **Wireless Access** – it has been decided that the wireless access points need to be reconfigured. This upgrade will be done during August 1 – 9.
- **Network Policy** – has gone through a slight revision to allow for the wireless internet access considerations. One of the main reasons is that the IT staff does not work on any private equipment. There is another additional document, wireless guidelines, which will be very helpful for those who interact with students using wireless as far as giving them appropriate support for accessing wireless internet.
- **Distance Learning** – Marisa Sudano has been involved in some very intense Moodle training this summer so that she will be able to train the trainer. In addition, a help desk has recently been implemented for students who are having problems accessing Moodle or email. Students may call a toll free number 1-866-471-4251 to speak with a technician. The help desk is available 24 hours a day, 7 days a week.

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**Budget and Goals:**

Debbie reported that we do not have a budget in place at this time. She distributed a list of accomplished activities expended through TALC during FY 2006-2007. A summarized list of requests for 2007-2008 was also distributed for chairs to review their section for accuracy.

**Meeting Schedule:**

The next meeting will be scheduled sometime mid-September. She will send an email to the taskforce to solicit possible dates for fall.