



Minutes  
TALC Leadership Team Meeting  
September 19, 2007

Members present: Debbie Puett, DeWalt Koone, Dr. Myra Johnson, Mike Gavin, Marnie Beaver, Sandra Boyd, Jay Coomes, Thad Harrill, Jo James, Maggie Killoran, Cindy Martin, Brett Parker, Jamie Spratt, Susan Vaughan and Carolyn Young. Terry McEntire came to observe meeting for his graduate class. Angela Marlowe acted as secretary.

Debbie Puett welcomed our new member of the TALC Leadership Team, Susan Hendrick, who assumed leadership of ESP taskforce over the summer.

TALC storage is being relocated to the Administration Building, Room 204. Anyone needing extra copies of the revised primer will need to contact Libby Cheshire or Debbie Puett.

The ACA Focus Assessment Results for Summer 2007 was emailed to the TALC Leadership Team for their perusal and use in their taskforce.

Debbie will send latest revisions of the Guidelines and Procedures for College Events to the TALC Leadership Team and ask Debra Jones to post the update on the intranet as well. Samantha Laney (primary contact for food/catering) and Brenda McFarland (backup support for minutes and supplies) have volunteered to be part of the TALC Support Team.

The taskforce chairs were reminded to continue using the Meetings Calendar when scheduling their taskforce meetings.

**Budget and Goals for 2007–2008:**

- **Allocations** – The taskforce chairs were asked to review their budget requests and what they were allocated. If they felt what was allocated would cause problems with what they wanted to accomplish, they were asked to see Debbie.

- **Goals for TALC** – Debbie stated that she and DeWalt Koone met and reviewed each taskforce’s goals. An overall list of those goals were compiled and shared with the TALC Leadership Team. There were additional input provided as priority and the following goals were developed for TALC: Advising, Assessment and Portfolio (as it relates to the QEP), Professional Development (Great Teachers Retreat), Global Education Plan, and Cooperative Learning.
  
- **Conferences & Other Professional Development:**
  - ERCBEC (Eastern Regional Competency-Based Education Consortium) – There are a number of folks who have expressed interest in attending ERCBEC in October at Myrtle Beach.
  
  - World View Conference – Jo James and Scott Hutchins plan to attend the World View Conference on November 14–15, 2007, at UNC-Chapel Hill. Marnie Beaver, Bret Watson, and Mark Ellis have also expressed interest in attending. Brett Parker mentioned if possible he would like to send one person (or two people) from Assessment taskforce as well.
  
  - Valencia’s Learning Conversations Conference will be held Fall 2008.

**Academic Advising:**

Jamie Spratt reported that Carolyn Young and some of her students along with several members from the taskforce have been working diligently on completing the advising/admissions video. The taskforce is exploring ways on how the product will be used. There have been some discussions of showing the video on closed network television. Web advisor will hopefully be coming in the near future which will enable students to register themselves with the guidance of faculty members.

**Assessment:**

Brett Parker announced that the campus-wide meeting scheduled for September has been postponed until October 29. They plan to schedule two more campus-wide meetings this semester. This fall, the taskforce will be focusing on targeting/tracking two competencies for QEP. Susan Vaughan and Engle Troxler will present Information Literacy and then Terry McEntire and Donna Harrison will follow-up with a presentation on Interpersonal Skills.

**Business and Industry:**

Thad Harrill announced that Duke Power is building a new plant in the area. The college will be providing training for approximately 3000 people over the next four years. A grant is currently being written to provide assessment of skills. Plans are to purchase a program called “Work Keys” (assesses 9 areas) to provide this kind of training.

**Campus Life:**

Cindy Martin announced that an “Old Fashioned Family Fall Festival” event is being planned for October 27 (Saturday) from 4:00 – 8:00pm. The taskforce is hoping to sponsor another Healthy Lunch in November, and the 3<sup>rd</sup> Annual Tug-of-War is also being planned again for Grub Day in October.

**ESP:**

Susan Vaughan reported that the taskforce has not met since the last TALC meeting; however, they plan to meet within a few weeks. The taskforce plans to revisit the campus map and staff evaluations. They also plan to investigate the postage cost and try to find ways to reduce expenses and perhaps arrange personnel training.

**Learning Strategies:**

Jo James reported on the following:

- **Instructor Resources** – Ashely Day and Rick Childress continue to work on developing an on-line repository of helpful quick tips for new faculty to use in the classroom. They hope to offer on convocation.
- **Cooperative Learning** – Facilitators are currently needed to help teach brown book training. In addition to teachers, they are beginning to look toward administrative and support staff for assistance. The taskforce is in the process of updating some of the materials currently being used in the cooperative exercises as well as moving the entire brown book into an electronic format. They are currently conducting brown book training with Rowan-Cabarrus Community College which will be completed this semester. Plans continue to offer a summer institute in the spring and co-sponsor this event with Patrick Henry.
- **Round Tables being planned:**
  - Practical Cooperative Learning – will be conducted as a follow-up for the new folks who took brown book training in the spring.
  - Globalization – Scott Hutchins plans to facilitate in the spring.

**Professional Development – Faculty:**

Copies of the evaluation results and comments from the morning session plus the two afternoon sessions on convocation day with Tom Brown were shared with the TALC Leadership Team. Jay Coomes reported that a vast majority of the comments were very positive.

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

Much of the conversations were focused on spring Professional Development Day and proposed guest speakers.

Jay stated that the PD-Faculty taskforce met last week. His proposal to the TALC Leadership Team was on a recommendation from the attendees who attended last year's ERCBEC conference. Dr. Iwana Guess Ridgill was highly recommended to consider bringing to Isothermal for her presentation, "Take This Job and Love It!" for professional development day activity. Initial contact was made with Dr. Ridgill to tentatively reserve February 12. However, because she books so far in advance, confirmation was needed by the end of the week.

Brett Parker stated now that we are beginning this official cycle of focusing on two competencies each year for QEP, there was interest in bringing Dr. Randy Swing on campus as a guest speaker. This was on a recommendation from several people who attended the undergraduate symposium a few years ago in Raleigh, NC. They were very impressed with Dr. Randy Swing.

After a lengthy discussion, the TALC Leadership Team recommended that Jay Coomes contact Dr. Ridgill and confirm the afternoon session and Brett Parker would contact Dr. Swing to reserve him, if available, for the morning session for February 12.

**Professional Development – Staff:**

Sandra Boyd reported that the PD-Staff taskforce has not officially met. The evaluation results and comments from the additional workshops on convocation day were also distributed and shared with the TALC Leadership Team. Sandra reported overall, the comments were excellent.

**Technology Update:**

Susan Vaughan reported the following:

- **Network Policy** – The new version of the Computer Resources, Internet, and Network Use Policy and the new Wireless Internet Access Guidelines are on the intranet under IST. A related document, Wireless Access Tips, contains questions and answers and tips which will be helpful in assisting people trying to connect to the wireless network.
- **Sun System** – The College will be released from having to use the legacy once we are through with all our audits (Program/FTE/Financial). She recommended if anyone currently has information on the SUN to contact Curtis and get that information off as soon as possible.

**Technology Update (continued):**

- **Network Access Application** – The Network Access Application form is currently being revised. A flowchart (or workflow) is also being developed to help explain where documents are sent as far as the process of getting the proper signatures and hopefully making it easier for everyone to request what's needed as we're dealing with new and changes in faculty.
  
- **Distance Learning** – Tim Greene has added a link to the student email, the instructions on getting setup with student email, and the online help desk on the front page of Moodle. Problems have occurred for students trying to logon with a previous email and not being able to communicate with their instructors. The IT folks are working on a process whereby we can purge the old emails and start fresh in the spring semester.

Dr. Randall, Associate Vice-President for Learning Technologies, from North Carolina Community College System Office will be on campus October 5 (Friday). He will be meeting with our on-line instructors to discuss Isothermal's implementation of Moodle, future directions for distance learning within the NCCCS, and the possibility of Isothermal participating in grant projects.

**Meeting Schedule:**

Wednesday, October 31 – 2:30pm – Blue Room  
Wednesday, November 28 – 2:30pm – Blue Room