



## Minutes

TALC Leadership Team Meeting  
January 27, 2005

Members present: Cathy Alexander, Jay Coomes, Rhonda Davis, Kim Gold, Judy Gordon, Thad Harrill, Donna Harrison, Donna Hood, Myra Johnson, Debra Jones, Maggie Killoran, DeWalt Koone, Debbie Puett, Carol Richardson, Scott Scheer, Marnie Smathers, and Susan Vaughan. Angela Marlowe acted as secretary.

Debbie Puett stated that they left the last TALC meeting undecided whether the role would be co-chairs or chair/vice chair. DeWalt Koone will serve as vice chair and Debbie Puett will serve as chair. She welcomed Fred Bayley – ESP chair, Judy Gordon – ESP vice-chair, Maggie Killoran – Student Services Representative, Angela Marlowe and Libby Cheshire – secretaries.

Thad Harrill was officially welcomed. He is chair of a new TALC Taskforce which is tentatively called Business and Industry. A decision will be made on the name at the first meeting.

Debbie Puett stated that she talked to Carolyn Byrd, from Patrick Henry Community College in Martinsville, VA. She and several other associates would like to visit our campus to find out what we are doing to be a learning centered college. Carolyn is particularly interested in how we do our foundations training; what types of cooperative learning are being used in anatomy and physiology, sociology, psychology, English, and developmental courses; how cooperative learning is being incorporated into our service areas such as IT, Student Services, and Continuing Education. Debbie asked the taskforce to be thinking about what they could offer that would be of interest to them and let her know. She will contact Carolyn with our ideas.

Myra Johnson reported that the Campus Cruiser and document imaging are still being reviewed and considered for future use.

**Assessment:**

Carol Richardson reported that two new members have joined their taskforce. Melissa Swofford will serve on the portfolio sub-committee as well as the Assessment Taskforce, and Myra Johnson has also agreed to serve on the Assessment Taskforce. The Levels of Implementation survey has been distributed to all divisions and returned for Lisa Bridges to compile all information which will be used to help develop further QEP plan.

- **QEP Subcommittee** – Kathy Ackerman is reading the content area and considering the best practices to use for writing the QEP. She will coordinate her efforts with Jo James and Barbara Peterson to do a literature review, to write the review, and then to decide the best way to get the review to everyone. Nancy Womack is responsible for the background history and the rationale for the QEP plan. John Quinley is writing the program assessment for the general education outcomes component.
- **Portfolio Subcommittee** – Barbara Peterson has combined a survey with the Learning Strategies Taskforce. The survey has been distributed and waiting for the return. Then Lisa Bridges will compile those responses for the different committees needing the information. Whatever is learned from the results about portfolio and learning strategies, that information will be helpful in seeing where they are now and what is needed in the future.
- **Penelope Subcommittee** – Jo James and her subcommittee has a new logo designed in collaboration with Cathy Alexander. The artifacts have been collected and the assessors have begun their work. Nancy Womack is coordinating the assessors for the writing rubric, Tim Beaver is coordinating the assessors for the quantitative rubric, and Jo James is coordinating the problem solving rubric. The subcommittee has also developed an artifact submission form which is available electronically. This will be helpful to the faculty.

Susan Vaughan gave an update on the SACS Compliance Report. John Quinley and Susan have completed the editing using input from TALC IE and with the assistance of Lisa Bridges. The report will go back to the original authors for final review and then will be prepared by Debra Jones for publication on the college website.

**Business and Industry**

Thad Harrill reported that their first meeting scheduled January 21 was postponed. The meeting is rescheduled for February 1 at 2:00pm in the Blue Room.

### **Campus Life**

Debra Jones reported that the 'Extreme Makeover/Pamper Yourself for the Day' event through cosmetology is well underway. There were 40+ responses from Isothermal employees interested in participating. The event will be held on February 14. As part of an effort by the American Heart Association to increase awareness of heart disease among women, Campus Life is publicizing the Go Red for Women campaign on February 4. She encouraged us to wear Red on February 4 in support of the awareness campaign. Debra sent out a survey to see if there would be any interest to have a Go Red Roundtable. If there is sufficient interest, she will contact Rutherford Hospital to schedule possibly early March. Debra also mentioned that they are planning a FREE film series (like a movie matinee) for faculty, staff and students, to begin this Spring Semester and shown at approximately 3:00pm in the College Café.

Scott Scheer announced that he talked with Rutherford Hospital about scheduling another mammography screening in October. He is also hoping to obtain free bike racks next week from a gentleman. The bike racks will need to be repainted and mounted.

### **ESP**

Judy Gordon reported they met on November 11 to review the survey results. There were two items mentioned from the survey. The first item is the use of building names and numbers. It's very confusing when the forms use numbers while the campus map uses building names, and the buildings use names instead of numbers. The second item is updating the campus forms which would include titles, names, semesters, and who signs it.

### **Institutional Effectiveness:**

Donna Hood reported that the committee has not met since the last TALC meeting. However, the committee will meet to check the links on the SACS website report.

### **Learning Strategies:**

Donna Harrison reported that the taskforce is waiting to receive the results from the surveys so that the results can be used to plan future training and to assess what the people's needs are and to identify potential campus leaders. The taskforce also discussed having subcommittees.

Kim Gold reported that the Cooperative Learning Foundations Training is ongoing. Dr. Lewis led the last session on January 24. They are exploring the possibility of offering advance cooperative learning this summer. Also, they are exploring the possibility of sending two people to the Leadership Training scheduled in July in Minnesota, and six people to the Teaching Professor conference scheduled May 20-22 in Illinois.

### **Professional Development – Staff**

Rhonda Davis reported that the Professional Development for Staff is scheduled February 10. She was very pleased with the feedback she received. Everyone is looking forward to the workshops. After the email was sent regarding professional development day, she received an email that the Foundation would not be available on February 10. She asked the taskforce for suggestions where 120 people could meet. The taskforce discussed several options for her to consider.

### **Professional Development – Faculty**

DeWalt Koone reported that Kanuga is reserved for the faculty retreat February 9–11. The taskforce met on January 24 to finalize plans for the retreat. He and Cathy plan to visit the staff at Kanuga prior to February 10 with specific needs for the retreat. He personally thanked Rhonda Davis and Cathy Alexander for all their hard work.

### **Technology**

Susan Vaughan reported that use of the Events Calendar on the college website is increasing. She brought a profile showing 1,551 hits in December and 1,713 hits up to the current date in January. Curtis has received a memo from NCCCSO outlining the next phase of E-Procurement implementation. Isothermal is scheduled for installation and testing during a two-week window, March 4–17. Training for the system administrator and key users is tentatively scheduled for February.

### **Roundtables**

Go Red (possibly)

### **Other Events**

Student Portfolio Workshops – March 7 – 11

Learning at Lunch Workshops – February 2 & 23, March 2 & 23, April 6 & 20, and May 4

### **Meeting Schedule**

Thursday, March 3 at 2:45pm

Thursday, April 14 at 2:45pm