

**TEACHING AND LEARNING RESOURCE CENTER
ADVISORY COUNCIL MEETING NOTES**

August 14, 2006 – 2:15 p.m. – Library 314

Members Present: Michael Broome, Holly Casey, Rob Howard, Otis LoVette, Bill McConkey, Melissa Melancon, Amanda Richardson, Christian Rubio, Anita Sharma, Michelle Zagar, and Mona Oliver, Director.

Members Absent: Vicky Durkee (unexcused), and Susan Sirmans (excused).

This meeting was called to order by Mona Oliver, Director of the TLRC. Agenda items were discussed.

Welcome

Mona Oliver welcomed new members of the council: Michael Broome of the Math & Physics Department, Amanda Richardson of the Dental Hygiene School, and Michelle Zagar of the Clinical & Administrative Sciences Department. Susan Sirmans of the Clinical & Administrative Sciences Department, also a new member, was absent. Mona asked all members to sign the attendance register being circulated and asked them to remind faculty who attend sessions they facilitate this week to have their new ID's made.

Election

Election of a Chair and Vice Chair of the Council was discussed and voted on. Melissa Melancon will serve as Chair of the Council for a second term, and Holly Casey will serve as Vice Chair.

Reports

The next item discussed was the Provost's Meeting for Committee Chairs. Holly Casey reported that all committees should send their minutes to the Provost's office (mahon@ulm.edu) when complete. Committee members asked that the minutes be forwarded to them first for additions or corrections before submitting them to the Provost's office. It's possible some of the appeals committees may be consolidated after careful review. University committee chairs must now evaluate committee members' participation at year's end. Each person on a committee should serve normally only 3 years, 4 years maximum.

Mona Oliver reported that New Faculty Orientation was designed differently this year with it being held Friday, August 11, before University Week Activities. There were about 19 in attendance of the approximate 30 officially signed with the university. Efforts were made for new faculty to get as much done as possible, so many areas on campus were invited to participate, such as Human Resources, Computer/Email accounts, parking permits, ID's. Representatives from campus services and programs who were also included liked the fact that they could all meet in a central location with this information. Orientation began with coffee in the TLRC, Library 314, at 8:00 a.m.; a mid-morning break with more coffee and cookies; and a light lunch at the University

House, followed by a ULM bus tour of the campus with Dr. Glen Jordan as the tour guide. The coffee and lunch was sponsored by Capital One Bank.

Mrs. Oliver next reported on upcoming events. The Promotion and Tenure Reception will be held Monday, September 25, from 4-5:30 in the Conference Center on the 7th floor of the Library. Michelle Zagar volunteered to chair this reception. Also a Brown Bag presentation of Promotion and Tenure by the Provost will be held on Tuesday, September 12, from 12:30-1:20 in Library 651, and Mike Beutner has volunteered to do a series of afternoon technology workshops again. It was asked if the brown bags and workshops can be considered for CEU's. We will check into this. It was also noted that Blackboard needs to be on-going throughout the year as many faculty are interested in this training. The 10th Annual Academy for Teaching Excellence will begin September 7 and last for 8 weeks. Members were encouraged to mention to their colleagues and especially to new faculty about this opportunity on Thursday afternoons. A reception at the end of the academy sessions honoring the graduates, former graduates as well as presenters will be held on Thursday, November 16, from 2-3:30 p.m. in the University House. Committee members were reminded that they are the hosts for both receptions and so should make it a point to attend if possible. Finally, a list of University Week sessions that still needed facilitators was passed around as well as a list of the sessions members had already volunteered to cover. Members were instructed to tell Betty who will cover the remaining sessions. Those absent will also be contacted to ask them to cover whatever events remain this semester, particularly finalizing plans for the November reception.

There being no further discussion or business, the meeting was dismissed.

Respectfully submitted,

Betty Nolan, Administrative Assistant to
TLRC Director, Mrs. Mona A. Oliver