

TSO COUNCIL MINUTES
Wednesday, December 16, 2020

Present: Ted Watts: President: Marcia Chase, Steve Denison, Jerry Harkleroad, Tim Hay, Diane Kester, Chuck Kimbrough, Paul Maffeo, Ray Mathis, Alexa Munoz, Jan Reha, Paul Schmid, Chris Steele

Absent: Georgann Lennon

Staff: Chris Stoykov

Guests: Jerry Bunce, Ron Lebeiko, Sandi Medendorp, Rawlee Ridgeway

Minutes: The Minutes of September of 23rd and November 18th were approved following a motion by Ray Mathis seconded by Jan Reha

Reports from Committees

Curriculum: Chris Steele

1. The attendance has not been robust for events. There uncertainty for the cause of lack of attendance
2. There is no information on classes. The current quarter will last until the first Monday in January
 - a. No idea of Summer Quarter offerings
 - b. The courses for Winter Quarter are not an impressive list, and there is no idea of the cross section which seems to be of poor quality
3. In-between quarter Seminar instructor applications can be submitted three weeks prior to speaking date if there is no stipend
4. Seminars are monitored by Student Life Administrative Services to make sure there is no competition with college classes
5. Academically Bellevue College has no responsibility for TELOS which is controlled by Continuing Education
6. Notification of Seminars is made through the TELOS e-mail list one week ahead of the date but but sometimes less than a week. It has been requested to print and e-mail the whole Seminar schedule before Seminars begin
7. Instructors are key to TELOS success. Can you identify five people who would make good instructors?
8. Donna Oberembt will be taking on Chair of the Curriculum Committee in the future

Events: Steve Denison

1. The bylaws are collecting signatures of approval
2. Standing Rules will be distributed to the Council for editing and suggestions so they meet requirements

Marketing: Paul Schmid

1. The focus is on driving enrollment
2. Zoom is an asset, and each student should tell two friends
3. A Public Service Announcement on the subject of getting a COVID-19 vaccination with Gov. Locke saying "Take a TELOS class" would get attention because that is an important subject now. It is also important to compliment Bellevue College.

- a. A motion to approve a Public Service Announcement was made by Tim Hay seconded by Diane Kester. The motion carried.
4. Council members suggested a TSO survey be taken. Paul said that it was important to know the right questions and felt the Marketing committee was not ready because it was important to know the objective, focus, and implementation

Communication: Sandi Medendorp

1. For Zoom instruction rosters are needed earlier in preparation for class, and logistics and access need to be arranged
 - a. Class rosters can be obtained when registration closes
2. The newsletter will be ready in three weeks and needs articles

Old Business

1. There needs to be more variety in the classes offered.
 - a. More instructors are needed. Investigated for possible candidates might be the clubs of graduate students at the UW
 - b. Salary is nominal and is determined by Bellevue College
2. A presentation in 2 minutes to the Trustees is very short
 - a. The current problems is the resistance to participation—the lack of recognizable cooperation from the staff. TELOS works and makes a profit for the college—it is an important activity
3. The student fee has not received very much information focused on the decision and how to fix it. It was responded to for one student who objected, but no response was given to TSO

New Business

1. Standardization of the administrative processes and procedures are needed for Zoom meetings to ensure attendance is taken, a host is present, and other tasks are properly managed
2. Sandi Medendorp said that opportunities for classes are at risk
3. Sandi also commented that links to the catalog need updating

Adjournment: The meeting adjourned at 4:57 pm

Next Meeting: The next meeting is January 27, 2021 at 3:30 on Zoom

Submitted by Alexa Munoz, Secretary