

TSO COUNCIL MINUTES

Wednesday, April 28, 2021

Present: Ted Watts, President; Jerry Bunce, Steve Denison, Jerry Harkleroad, Tim Hay, Chuck Kimbrough, Georgann Lennon, Paul Maffeo, Ray Mathis, Sandi Medendorp, Alexa Munoz, Donna Oberembt, Jan Reha, Paul Schmid

Absent: Diane Kester

Staff: Jennifer Sohonie, Executive Director, Continuing Education
Maria Rivas, Project Manager, Community and Technical Colleges Link (CTC Link)

Guests: Ron Lebeiko, Rawlee Ridgeway, Chris Steele, Cindy Xie

Minutes: Following a motion of approval by Chuck Kimbrough seconded by Jerry Harkleroad, the Minutes of the Special Meeting of March 10, 2021 and the regular meeting of March 24, 2021 were adopted as submitted

Reports from Staff

Maria Rivas, Project Manager, Community and Technical Colleges Link (CTC Link)

1. This project will link data from all schools, and is updating data management from a 1970's system to the present method of data management
2. After November 8, 2021 everybody will be in this system
3. There are many options for accessing information. Training will focus on training relevant to position, and will be simplified for instructors. A "Faculty Center" page will show classes with date, time, and enrollment. A class roster will be displayed on the right side of the same screen. Registration procedures are also being updated
4. Students will sign into their portal with an identification number which is their own personal email address, and will have to confirm preferred emails with that same personal address

Jennifer Sohonie, Executive Director, Continuing Education

1. Deadline for submitting course proposals for Fall Quarter is May 10, 2021.
2. TELOS classes are permitted to begin the Fall Quarter one week after the Fall Quarter begins for Bellevue College students. Jennifer requested an email confirming the specific date for the start of TELOS classes

Reports from Officers

President: Ted Watts

Expressed concerns about course outlines required as a result of accreditation

Vice President: Chuck Kimbrough

1. Contacted two individuals interested in speaking
2. Preparing fee information for Board of Trustees presentation

Treasurer: Jan Reha

Expenses paid out for seminar speakers was \$800. Current balance is \$17,327

Reports from Committees

Curriculum: Donna Oberembt

1. Judy Beal will assist the Chair with updating instructor biographies and other administrative tasks

2. Eric Zocher presented an overview of the TELOS website to the Committee that was thorough and interesting. A Seminar presentation of the TELOS website with Eric is under consideration
3. The June Seminar schedule is full with seminars scheduled for June 3, 9, 10, 16, 17, 21, 22, 28, 29, and 30.
 - a. "A Taste of TELOS" for Summer will be offered on June 15
 - b. Potentially, a Seminar on interesting Hobbies featuring TSO members will be on June 23
 - c. Seminars are scheduled for September 1, 2, 8, 23, and 28. There are still lots of dates for seminars available during September
4. Spring classes offered numbered 35 with 630 students. Ten classes were canceled including Self Defense 101
 - a. Eighteen classes are being offered for Summer

Events: Steve Denison

1. There is some question on whether an instructor without also being a student may be elected to serve on the Council. The matter was referred to a conference between Steve and Council Advisor, Chris Stoynov.
2. Steve is providing instructors with personal classes on Zoom operation. Steve has so far given 35 instructors classes during 3 sessions

Marketing: Paul Schmid

1. Collaboration has been taking place with Bellevue College, and have had considerable cooperation with Joe Belcher on main campus and Jennifer Sohonic
2. We are streamlining administration. The enrollment data will be a measure of what works
3. Registration is open for Summer and the current catalog has been supplied. Worked with Joe Belcher to synchronize the TELOS/TSO marketing plan with Bellevue College plans. Jerry Harkleroad also made suggestions on catalog improvements.
4. Jerry Harkleroad has noted that there are 5-AM radio stations and 6-FM radio stations that broadcast interviews. TSO could promote instructor interviews that would increase publicity for TELOS classes
5. More effort to partner with Bellevue College as well as instructors is needed

Communications: Sandi Medendorp

TELOScope has been published with information on Spring classes. Also included is a discussion of "A Taste of TELOS" and the new registration process

Old Business:

A Council member remarked that we have no choice concerning accreditation that is being carried out by International Accreditation for Continuing Education and Training. Accreditation would improve quality, and the Council needs to determine how instructors can be supported and the program enhanced

New Business:

To maximize student participation a video recording of "A Taste of Telos" could be sent to the TSO mailing list. More student involvement is needed

Adjournment: The meeting adjourned at 5:13 pm

Next Meeting: The next meeting is **Wednesday, May 26, 2021 at 3:30 pm on Zoom**

Submitted by Alexa Munoz, Secretary