



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

**Center for Teaching & Learning**  
**Steering Committee**  
**June 11, 2008**  
**4:00 – 7:00 p.m.**  
**Winona State University**

#### AGENDA

**Attending:** Nouredine Benchama, Zala Fashant, DeeGee Frenzel, Ken Graetz (Guest), Sally Johnston, Joe Juaire (for Greg Mulcahy), Kathryn Kelley, Karen LaPlant, Eric Lee (Guest), Larry Lundblad, Lynda Milne, Stace Rierson (Guest), Craig Schoenecker (Guest), Yvonne Shafer, Martin Springborg, Cathy Summa, Doug Thompson, Thomas Wortman

**Absent with Notice:** Deena Allen, Louise Hoxworth, Tim Kroeger, Beth Weatherby

<i>Time</i>	<i>Topics</i>	<i>Facilitator / Handout</i>
4:00 – 4:10	1. Meet in room PA 105 Review Agenda	1. 6/11/08 Agenda
4:10 – 4:40	2. Tour the new Science & Lab Center	2. <i>Cathy Summa</i>
4:40 – 4:55	3. MooseWorks (ning): Social Networking as a vehicle for faculty development.	<i>Ken Graetz</i> 3. <a href="http://mooseworks.ning.com/?xgi=gcRXZh">http://mooseworks.ning.com/?xgi=gcRXZh</a>
4:55 – 5:10	4. Drive down to the WSU River Explorer and board the boat.	4. Directions to the WSU River Explorer
5:15 – 5:45	5. Dinner and discussion on Systemwide Accountability Framework, Dashboard and Faculty Development.	5. <i>Craig Schoenecker</i>
5:45 – 7:00	6. Discussion: wisdom from departing members, inquiries and observations from new members	6. <i>All</i>

AGENDA (Continued)

**Future 2008 - 09 Meetings**

Meetings are regularly scheduled to be held at the Office of the Chancellor, Room 3304, 3rd Floor, west side of Atrium from **12:00 - 4:00pm**. The street address is 30 East Seventh Street, St. Paul, MN 55101.

**Friday**, September 12, 2008, Room 3304 or via ITV (1 week notice, please)

**Friday**, November 14, 2008, Room 3304 or via ITV (1 week notice, please)

**Friday**, January 16, 2009, Room 3304 or via ITV (1 week notice, please)

**Friday**, March 27, 2009, Room 3304 or via ITV (1 week notice, please)

**Friday**, May 1, 2009, Room 3304 or via ITV (1 week notice, please)

**Friday**, June 12, 2009, TBA

Faculty travel expenses associated with attending committee meetings will be reimbursed by the Office of the Chancellor and CTL.

When sending your expense form (SEMA4) in for payment, we will also need for you to fill out and Office of the Chancellor Reimbursement of Travel Expenses Form. Please sign this form and if your expense form will total over \$100.00 please take the OOC Reimbursement form (Campus Staff Reimbursement Processing) [www.finance.mnscu.edu/accounting/businessoffice/forms/index.html](http://www.finance.mnscu.edu/accounting/businessoffice/forms/index.html) back to your campus and collect a signature from your business office.

Submit both forms (SEMA4 and OOC Reimbursement Form) to DeeGee Frenzel.

- SEMA4 Expense Reimbursement Form
- OOC Reimbursement Form  
(Campus Staff Reimbursement Processing)

- ✓ All items should be filled out entirely by employee. Any missing information will only extend the payment process.
- ✓ All forms that are returned for payment must be the original signed forms.