



Minnesota
STATE COLLEGES
& UNIVERSITIES

Center for Teaching & Learning
Steering Committee
September 11, 2009
12:00p.m. – 4:00 p.m.
Room 3304 Office of the Chancellor (3rd Floor, Atrium)

AGENDA

Attending in person: Nouredine Benchama, Josephine Books, Deb Buerkley, Lyn Brodersen, Alfred Essa, Zala Fashant, DeeGee Frenzel, Hattie Dambroski, Lutchmiparsad Hazareesingh, Louise Hoxworth, Joe Juairé, Linda Lade, Terence Leas, Manuel Lopez, Brenda Lyseng, Lynda Milne, Greg Mulcahy, Pat Paulson, Mary Rothchild, Yvonne Shafer, Martin Springborg, Doug Thompson, Thomas Wortman

Attending via WebEx: Larry Lundblad, Jane McConnell

Absent with Notice: Linda Fuselier, Rod Henry, Linda Lade

<i>Time</i>	<i>Topics</i>	<i>Facilitator / Handout</i>
12:00 – 12:45	1. Lunch 2. Review of Agenda 3. Action Items from May 1 Meeting	1. <i>All</i> 2. September 11 Agenda 3. May 1 Minutes
12:45– 1:15	4. Member Business a. Welcome new members b. Dates for 2009-2010 meetings: Jan planning	4. <i>Lynda, All</i> a. Member Roster b. September 11 Agenda
1:15 – 2:30	5. CTL Budget for 2009-2010 6. CTL Staff: changes in roles / responsibilities 7. CTL Workplan for 2009-2010: Final revisions	5. Budget History 1999-2010 6. CTL Staff contacts 2008-09 / 2009-10 7. 2009-10 Workplan - Final
2:30 – 2:45	Break	
2:45 – 3:00	8. CTL: Three Years in Review	8. Response to legislative auditor request for information
3:00 – 4:00	9. CTL Operations Report a. Leaders Program / Fall Meeting b. Fall '09 Discipline Workshops c. RSP/ITeach Conference d. BOT Awards e. Grants f. Summer Online Learning Lodge g. STEM	9. <i>Zala, Yvonne, Martin, Tom, Brenda</i> a. Program Brochure ; Draft Agenda b. Fall calendar of workshops c. RSP/ITeach Conference Information Sheet d. BOT Award Guidelines (DRAFT) e. Grant Summary 2009-2010 f. Lodge Report g. STEM work plan for 2009-2010

AGENDA (Continued)

Proposed

Future 2009-2010 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 11, 2009, Room 3304 or via WebEx

Friday, November 13, 2009, Room 3304 or via WebEx

Friday, January 22, 2010, Room 3304 or via WebEx, 9:00AM – 4:00 PM

Friday, March 26, 2010, Room 3304 or via WebEx

Friday, May 7, 2010, Room 3304 or via WebEx

Faculty Travel Expenses

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) <http://www.finance.mnscu.edu/accounting/businessoffice/forms/> 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.