



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

**Center for Teaching & Learning**  
**Steering Committee**  
**September 12, 2008**  
**12:00 – 4:00 p.m.**  
**Room 3304, Office of the Chancellor (3<sup>rd</sup> Floor, Atrium)**

AGENDA

**Attending:** Nouredine Benchama, Josephine Books, Alfred Essa, Zala Fashant, DeeGee Frenzel, Linda Fuselier, Lutchmiparsad Hazareesingh, Rod Henry, Louise Hoxworth, Sally Johnstone, Joe Juairé, Kathryn Kelley, Linda Lade, Karen LaPlant, Terence Leas, Manuel Lopez, Larry Lundblad, Brenda Lyseng, Jane McConnell, Anthony Miller, Lynda Milne, Greg Mulcahy, Mary Rothchild, Yvonne Shafer, Martin Springborg, Doug Thompson, Beth Weatherby, Thomas Wortman

**Absent with Notice:**

<i>Time</i>	<i>Topics</i>	<i>Facilitator / Handout</i>
12:00 – 12:45	6. Lunch 7. Welcome new members	All 2. Roster
12:45 – 1:00	3. Minutes from previous meeting 4. Review of Agenda 5. Meeting Dates 2008-2009 6. Select Faculty Chair	3. <a href="#">May 1, 2008 Minutes</a> ( <i>Approved</i> ) 4. September 12, 2008 Agenda 5. <a href="#">Meeting Dates 2008-2009</a>
1:00 – 2:00	7. CTL 2009 Work Plan and Budget	CTL Staff: Martin Springborg, Yvonne Shafer, Zala Fashant, Thomas Wortman, Lynda Milne 7. <a href="#">2008-2009 Work Plan</a> <a href="#">2004-2009 Budget History</a>
2:00 – 2:10	Break	
2:10 – 3:00	8. Initiatives A. <a href="#">STEM</a> B. Faculty Awards ( <a href="#">BOT</a> / <a href="#">CFAE</a> ) C. <a href="#">Online Professional Development</a> (with HR) D. <a href="#">Credentialing Courses</a>	Brenda Lyseng Ray Anschel Bilal Dameh, Anthony Miller  Karen LaPlant
3:00 – 4:00	9. CTL Operations & Program Report  A. CTL Campus Leaders Program Changes, Fall Workshop  B. 2008 Discipline Workshops, Fall Schedule	CTL Staff: Martin Springborg, Yvonne Shafer, Zala Fashant, Thomas Wortman, Lynda Milne A. <a href="#">CTL Campus Leader 2009 Brochure</a> ; <a href="#">CTL Campus Leader Designation Process</a> <a href="#">Campus Faculty Development</a> B. <a href="#">Fall 2008 Discipline Workshop</a>

AGENDA (Continued)

	and Call for Proposals C. RSP/ITeach  D. Grants Update E. BOT Award	<a href="#">Schedule</a> and <a href="#">CFP</a> C. <a href="#">RSP/ITeach Event Information Sheet</a> D. <a href="#">Grant Progress Summary</a> E. <a href="#">DRAFT Guidelines / Change Summary</a>
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**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

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**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) [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.