

**MnSCU Center for Teaching and Learning
Steering Committee
Meeting November 6, 2000**

Minutes

PRESENT: Gretchen Dorn, Jane Miller, Kathryn Kelley, Brenda Lyseng, Jerry Noland, Jim Berg, Kathy Nelson, Debra Japp, Ed Schones, Chuck Lyons, Jack Miller, Larry Oveson, Deena Allen, Jeanette Daines, Tim Price, John O'Brien, James Kaplan, Lynda Milne and James Pehler

ABSENT: Jerry Johnson, David Laverny-Rafter, Russell Lee, Gayle Plank, Jeanette Rydberg, Karen Thoms

MINUTES: Nicole Larson

Open appointments:

Karen Thoms, St. Cloud State University, is replacing Roseanna Ross as an IFO faculty member on the CTL Steering Committee. There is an open appointment for a president.

- ✓ We need to discuss the length of terms of the committee members. Should we create a list of committee member names and term dates?

New Staff Search:

Kathryn Kelley's CTL Faculty Development Coordinator position will be open as of August 2001. We need a faculty member from a University to fill this position.

Faculty hiring/system office policy & procedure:

The latest version of the faculty hiring/system office procedure was passed around. Are system office policies stated somewhere - on a website? in a manual?

System office-campus mail service:

As of November 1, 2000, inter-office mail will discontinue between the system office and non-metro area campuses. Each department may incur their own costs. It may be that each department will keep track of what is mailed out of their department, and be charged for those items.

Steering Committee policy on CTL Leaders:

The latest version of the "Recommendations for selection and responsibilities of campus CTL leaders" memo was handed out. The memo will be re-circulated.

- ✓ There was a request to send the memo from the Steering Committee and Linda Baer.
- ✓ It was recommended that in Nov 2000, we send the memo out as an FYI for current leaders.
- ✓ And in February 2001, send out the memo in a checklist format for future leaders.
- ✓ It was recommended that we mention the need for diversity.
- ✓ It was requested that a copy of the revised memo be sent the CTL Steering Committee.

Board of Trustees Presentation:

Jane is on the agenda for the November 2000 Board of Trustees Meeting. She will show the CTL orientation video and ask for support: it has been positively received thus far.

Global Education Conference:

Jeanette Daines talked about the Global Education Conference. People were upbeat, interested in discussing and getting information. At the conference, there was a handout that listed each college, their "team" and their goals. Bookmarks are being made for US International Education Week.

- ✓ Should we send these bookmarks to CTL Leaders?

Faculty small grants/discipline workshops:

For the small grants, we received nine proposals. CTL is funding one project "as is" and will request that three be re-written. Three will need more work, so we are requesting that they re-write for next year's round. Two projects are not appropriate for what we fund. Several questions were raised as a result of this information:

- ✓ Do we need to reconsider re-writing the guidelines? Do we want to offer a template of an approved grant? Do we need to do more workshops on grant writing? Should we offer a list of faculty that have been awarded grants - suggesting that faculty may call these faculty if they need assistance? Should we offer grant writing workshops at all of our CTL conferences/workshops?

For the discipline workshops, we received nine proposals. CTL is funding seven projects, and rejecting two. The two rejected projects proposed workshops that would look at degree requirements without involving teaching and learning.

- ✓ CTL should send a memo listing all of the approved faculty small grants and discipline workshops to all campus leaders, CAOs, presidents and CTL Steering Committee members.
This was emailed on November 14, 2000

Kathryn Kelley mentioned an article in a local newspaper about a conference at Macalester regarding the Math and Science curriculum.

- ✓ CTL should explore ways that we can be involved with this national movement.

Bush Learning by Doing program:

Jim Berg has written the Bush report and will soon send it to the Bush Foundation. 50 Learning by Doing projects have been awarded, totaling approximately \$575,000. There was not a shortage of proposals. RFPs for 2000-2001 are being sent to faculty in early November. Submission deadline is January 21st. We have conducted 2 surveys: one for faculty and one for students. Faculty were asked what teaching methods they use, and students were asked what teaching methods they observe. 94% of the students said they are satisfied with what they observe and 84% say they have learned a lot - Jim questions, "What do these statistics actually mean?"

Who teaches active learning? The results show that mid-career faculty are more apt to use active learning than new faculty or faculty that are late in their career. New faculty may feel that their peers may not support them. Should there be collaborations between tenure and non-tenure staff?

Jim is trying to get information out to other audiences. It was suggested that Jim contact Linda Cole's office to get a list of campus media staff.

Kellogg Leadership Institute:

Tim Price discussed the recent meetings that the Kellogg Fellows have attended: The Board of Trustees meetings in October, and the CAO meetings up at Ruttger's in October. Each Kellogg Fellow has a project in one of the 6 transformational areas.

KFHET has downsized - do we want to continue working with them?

Collaborations and sponsorships:

Lab-Centered Instruction

Collaboration with Mn Campus Compact - as a result, some campuses are getting service learning directors.

Stir Fry Productions - CTL is in the process of proposing a contract for them to provide ongoing diversity training sessions for MnSCU faculty

Collaboration conference (Feb 2001) - regional faculty development. The February theme is Learning by Doing.

Metro Alliance

ITeach conference

Lead for Innovation Conference - in Mpls - November 14-17, 2001

UTCE and MCCFA potential merger:

Ed Schones and Larry Oveson discussed the potential merger.

Faculty vote on November 15, 2000 in regards to the constitution and bi-laws

The second vote is January 23-24, 2001

Regional CTL Conference in Moorhead:

Kathryn talked about the fall CTL conference in Moorhead. It was a big success and everything went smoothly.

✓ CTL needs to figure out how to collect deposits for our upcoming conferences.

CTL leaders' workshop at Ruttger's:

CTL "Star Leaders" were given their awards at the conference.

The CTL leader's manual is now on the CTL website

The executive summaries from campus leader reports will be put on the CTL website

CTL is also sending executive summaries to CAOs and presidents.

Gretchen is setting up a list-serve for CTL leaders

Campus IT collaboration:

IT is eager to work with CTL. John O'Brien added the CTL Leaders to the IT list-serve.

- ✓ For the next conference, should we ask staff to come in teams?
- ✓ Should members from global education, IT and CTL meet once a month?

Faculty are concerned that they cannot open attachments, download Adobe Acrobat etc... What are we going to do about this?

- ✓ It was suggested that CTL make a list of campuses that have issues and/or problems and IT can try and solve them.

Summer 2001 Conference:

Will be held in the Twin Cities. Gretchen is researching hotels.

Faculty development strategic plan:

We need to work on the Faculty development strategic plan. It was pointed out that this plan needs to be broad-based, more than just CTL - needs to go beyond that.

Some questions were raised:

- ✓ Should we have a facilitator from outside our CTL Steering Committee? Do we need a resource person to present some basic information to us, so we have a base to work from? What does the chancellor want? What is the process?
- ✓ **Should our next meeting be an all day meeting to work on this?**

Next Meeting:

January 23, 2001 - 10am -2pm - Time and length may be changed to reflect the above issue.