

**MnSCU Center for Teaching and Learning
Steering Committee Meeting**
Thursday, January 17, 2002
Energy Technology Center
10:00 a.m.–2:00 p.m.

MINUTES OF THE MEETING

PRESENT: Deena Allen, Jim Berg, Jeanette Daines Gretchen Dorn, James Kaplan, Russell Lee, Brenda Lyseng, Chuck Lyons, Jack Miller, Jane Miller, Lynda Milne, Jerry Noland, John O'Brien, Diane Pearson, and Karen Thoms

ABSENT: Debra Japp, James Pehler Larry Oveson, Gayle Plank, Jeanette Rydberg, Edward Schones, and Colleen Thompson

MINUTES: Gretchen Dorn

Minutes from previous meeting/ review of agenda

Minutes approved with the following change: Jeanette Daines was present at the CTL Steering Committee Meeting, November 9, 2001.

Steering Committee Business

Terms of Appointment & Bylaws

Colleen Thompson has agreed to serve as one of two presidents on the CTL Steering Committee. Colleen is president of Ridgewater CTC and chair of the human resources subcommittee of the leadership counsel. Kathy Nelson, president of Lake Superior CTC, will continue as one of two presidents. John O'Brien (OIT), when in attendance, is considered a permanent proxy vote for Lynda Milne (OIT).

Co-chair Election/Leadership

Jack Miller was nominated as faculty co-chair of this steering committee.

Motion carried.

Membership Update

ACTION ITEM: Jane will call Jim Pehler to inquire about steering committee members Deb Japp and Janet Henequit. We assume they both will be IFO appointees.

Staff Hiring

Lori Schroeder is the new 4-year, IFO appointment for faculty development coordinator and serves currently as a campus CTL leader. Lori, who is from Metro State University, has accepted the position; her start date is unknown at present. Jane will need to present 'the new hire' to the chancellor's senior staff who will then need to approve the position. This procedure is more about the position than the actual person hired.

Chancellor's/MnSCU Workplan Updates

Leadership Development (promotional news)

1. In November we contacted all grantees and encouraged them to share with the chancellor during his campus visits their sincere positive feelings about the CTL.
2. James Berg affirmed that he supports and encourages Bush grantees in publicizing their projects.
3. Diane Pearson elaborated on the behind the scenes CTL mechanisms and explained that these tend to work without excessive fanfare and glory-seeking.
4. John O'Brien suggested we put a press release template on our Website. This would be designed for the use of campus CTL leaders. We discussed other publicity options including assuring that campus leaders' annual reports are given to their respective presidents and CAOs.
ACTION ITEM: The CTL office will distribute campus annual reports to their respective CAOs & presidents.
5. **ACTION ITEM:** CTL staff will share with the steering committee their upcoming communications plan.
6. We discussed hiring a consultant to produce an annual report for the CTL. Lynda Milne offered to provide a list of professional who do this sort of work.

Faculty Recruitment & Retention

Jane has been working with a system wide new faculty orientation initiative. A New Faculty Workshop will be held at the World Trade Center on February 28 and March 1.

Chuck and Jane will be working together to identify ways we can attract to teaching early retirees from industry. While this does not formally fall under the scope of the CTL mission it does fall within Jane's scope of work.

New Bush Proposal Update

James Berg, Jane Miller and Connie Schmitz are responsible for the work on the new Bush Grant proposal. The Bush Advisory Committee meets January 17, 2002 to discuss the new proposal which emphasizes student outcomes. The proposal deadline is March 1, 2002. Incentive grants are still very important as are student learning components. This new proposal will have a special emphasis on systemic ramifications.

We discussed the integration and diffusion of change begun with the first initiation of grants. Jeanette Daines suggested that we place special emphasis on collaboration and cross cultural education. James Kaplan suggested an emphasis on the humanities. The

steering committee discussed cross-discipline grants, matching grants, and ways to reach across the system.

Attachment: *Characteristics of the Most Successful Learning by Doing Grants*.

Lunch

Conferences and Workshops Update

Regional conference in Mankato

Brenda Lyseng informed the steering committee that the conference venue has been changed to the Civic Center in downtown Mankato and that registration numbers are up—we currently have 150 registrants.

New Faculty Workshop

(see paragraph 1 under Faculty Retention and Recruitment above.)

Discipline Workshops

The steering committee discussed how much control faculty need to have over their own discipline workshops and how much assistance they need. Chuck Lyons suggested we create a template as a “how to do it” document for use with discipline workshops. This template could include references to what topics are appropriate for workshops, what can be funded, and what cannot.

Transfer

See 2 attachments:

1. MnSCU transfer Memo
2. Transfer Update

Some disciplines having transfer difficulties will be discussing these issues as part of the CTL Discipline Workshops. An Articulation Council of 7 Disciplines will be formed and will have union appointed representation. Speech, Lied Health, and business are three disciplines that are already having CTL Discipline Workshops and are committed to discussing transfer issues.

Transfer team representatives will be available at our Mankato regional conference. They will answer questions at the registration table and will also offer a breakout session on transfer.

Jerry Johnson arrived at our meeting as an impromptu guest presenter on transfer and the Articulation Council. A member from the transfer team and Brenda Lyseng will attend the Speech, Allied Health, and Business Discipline Workshops. The website for transfer information is www.mnstransfer.org

Partnerships & Co-Sponsorships

I Teach Conference, April 18 – 20, 2002

Keeping our Faculties, April 21 – 23, 2002

