

**MnSCU Center for Teaching and Learning  
Steering Committee  
Meeting January 23, 2001**

**Minutes**

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

**ABSENT:** Jerry Johnson, David Laverny-Rafter, Gayle Plank, Jeanette Rydberg, Kathy Nelson, Debra Japp, Ed Schones

**MINUTES:** Nicole Larson

**Introductions:**

Diane Pearson from Minneapolis Community and Technical College is replacing Le Lucht as a MCCFA faculty member on the CTL Steering Committee.

**Review Minutes from November 6<sup>th</sup> meeting**

**Faculty Development Strategic Plan**

Jane researched strategic systems to develop a template (see handout). Please let Nicole know if you are interested in receiving copies of the supporting documents.

Take a look at the questions on the handout - Are these the right questions? Are there other questions? Jeanette suggested the need to create a model more compatible with real conditions and fluctuating situations. Should we bring in an outside consultant to assist with the process? Marv Peterson might be someone we can bring in to give focus and direction.

Deena expressed the need to get a commitment from top leadership - need to find out if CTL is a priority or not. Jane suggested the need to unify efforts; MnSCU is a system. Gary Rhodes, president of Riverland Community College says the CTL orientation video is great; one feels a sense of being part of something bigger.

Do we need an executive charter? We need someone to formally commit. Should we invite the new chancellor to articulate what his priorities are? In interviews he said that quality faculty are the core of our institutions. What does that mean? It was suggested that we need to identify goals at levels to get a sense of balance in order to move forward. What pieces need to be in place? There is a need for something to hold all of the pieces together (ie: CTL, IT, global education). CTL and other service functions are considered expendable.

We need unions to make a statement. We need the chancellor to acknowledge that this is an important function. Do we have data to request a mandate? Do we have data on what is spent on faculty development? What our plans are, are in response to state funding. Should the Steering Committee send a letter to the new chancellor? Or should the letter be from Linda Baer, on behalf of the Steering Committee? The document should be built on data, laying out functions. We should express our concerns about the future of faculty development. We want to be assured that the system office believes that this is the way to go. We need to identify what the major issues are. Should the CTL Steering Committee make a recommendation to the Vice Chancellor that the system office mandate a strategic plan?

? Russell moved and Chuck seconded that the CTL Steering Committee send a letter to Linda Baer requesting a commitment from the system office to support faculty development. **Motion carried.**

? Jane will draft this letter and circulate to the CTL Steering Committee for feedback.

### **Budget Request for 2001-2002**

The budget request is due in March. There does not seem to be a rhyme or reason for the amount CTL receives. We will be told how much money we will receive, but "they" will not tell CTL how much was approved for each item in the budget request.

Should we prioritize a list to give us some guidance on how to allocate the money? What things are critical, successful etc?

? Jane will re-circulate last year's budget to the CTL Steering Committee for feedback.

### **Open Appointments**

There is an open appointment on the CTL Steering Committee for a campus president. Jane has received two recommendations: one from a Technical College and one from a State University.

At next meeting, need to revisit charter based on union merger.

? Before the next meeting, a memo will be circulated to find out how long members have been on the CTL Steering Committee.

### **New Staff Search**

Kathryn Kelley's faculty development coordinator position will be open this summer. Currently, there are two State University candidates for the position.

? CTL needs one more State University faculty member on the hiring committee. Karen Thoms???

### **Faculty Hiring/System Office Policy and Procedure**

How are CTL faculty development coordinators going to be classified? The stumbling block is benefits and seniority. Coordinators are on reassigned time - should they be in two unions? These questions are still being discussed with Personnel.

### **Steering Committee Policy on CTL Leaders**

? In February 2001, CTL will circulate to the CAOs the "Recommendations for selection and responsibilities of campus CTL leaders" memo in the form of a checklist. We will also ask them to attach a copy of their process.

We need stronger language for what "faculty input" should include (see 2<sup>nd</sup> bullet item in memo).

? In the memo/checklist, change "faculty input" to "faculty participation in an inclusive process".

? At the next CTL Steering Committee meeting, Jane will report on which CAOs have responded.

### **Outreach to new chancellor**

We started sending him the CTL updates.

? We are going to invite the new chancellor to the CTL summer conference.

? Should we invite Lieutenant Governor, Mae Schunk, to our spring and summer conferences?

## **Scheduling issues for fall 2001 (League for innovation/workforce development conference)**

MnSCU is co-hosting this conference in the fall of 2001 ( November 14-17) at the Hilton Convention Center in downtown Mpls. They are expecting approximately 4,000 attendees. John O'Brien is organizing team leaders. John is sending information to campus presidents and vice presidents. The call for proposals will be sent out soon. Will MnSCU have an exhibit? Will there be "host campus" exhibits? Could Learning by Doing grantees give presentations?

## **Faculty Small Grants / Discipline Workshop Grants**

On the CTL website, there is a sample and guidelines for faculty small grants.

? In the future, CTL plans to train grant reviewers.

It was mentioned that some faculty are having a difficult time meeting the current deadlines. Do we need to take a look at and adjust the timelines? We need more detailed information before we can consider a change; what does not work?

? Would it be helpful if we sent out a reminder notice before the actual "call for proposals" is sent out?

? Should we have a link to Mary Jacquart's website? Should we send information to the grants office at each campus?

## **Bush Learning by Doing program**

We received 92 LBD grant proposals that will be distributed to reviewers on January 29, 2001. Each proposal will be read by three reviewers, and all reviewers will meet to discuss proposals on February 15, 2001.

Jim developed a Learning by Doing Evaluation/Assessment Dissemination Plan (see handout)

There will be an Active Learning Evaluation Research Forum on July 31<sup>st</sup>, 2001 (the day before the CTL summer conference) for LBD grantees from Round One. (see handout)

## **Kellogg Leadership Institute**

This particular program will end June 30, 2001. And we will not be requesting another grant from Kellogg. Upcoming workshops will include Dr. Peter Ewell, National Higher Education Systems - Alverna Center, Winona and Dr. Beverly Guy-Sheftall, Spelman College. The Kellogg Fellows would like more interactions with policy makers within MnSCU.

What can we continue to do to support leadership activities? Is the Blandin Foundation a possibility?

## **Women in Science Workshop - June, 2001**

The University of Wisconsin System, Women and Science Program is holding its 5<sup>th</sup> Annual Curriculum Reform Institute for 5 days in June, 2001. There is a MnSCU team that will be attending. (see handout)

## **Collaboration Conference - February 15-16, 2001**

Jane will give a presentation with Learning by Doing grantee, Doug Spieles.

## **Metro Alliance diversity proposal**

To the Metro Alliance presidents, Jane gave a presentation about possibly forming a relationship between MnSCU and Lee Mun Wah to provide diversity training for faculty. Metro Alliance wants to hire him, versus exchanging diversity training for space.

## **ITeach: Best Practices in Teaching with Technology Conference - April 19-21, 2001**

This is a joint OIT and CTL conference taking place on the campus of Minneapolis Community and Technical College. The call for proposals and more information is available at: <http://clearinghouse.mnscu.edu/iteach2001>

### **Conferences and Workshops**

?On March 2<sup>nd</sup>, 2001, EGL (Education for Global Learning) is holding a conference at Century College titled "Creating the Globally Aware and Active Campus"

?CTL Spring Regional Conference is April 12-13, 2001 at the Duluth Entertainment and Convention Center

?CTL Summer Conference is August 1-4, 2001 at the Hotel Sofitel, in Bloomington, Mn

?The Global Education Conference is October 4-5, 2001

?CTL Fall Regional Conference is October 5-6, 2001 in Mankato

? Should we be putting all of these events on the Academic and Student Affairs calendar? Is that calendar even updated on a regular basis? Should we put semester dates on this calendar?

### **Next Meeting**

March 30, 2001 - 10am -2pm - Conference Room 304 at the ETC building in St. Paul