

**Minnesota State Colleges and Universities  
Center for Teaching and Learning  
Steering Committee Meeting**

**January 23, 2004  
Office of the Chancellor, 321 ETC Building, St. Paul  
Minutes**

**Present:** Cheryl Avenel-Navara, Michael Berndt, Mike Connelly, Rex Gaskill, Janet Henquinet, James Kaplan, Russ Lee, Samad Mortabit (for Janet Henquinet), Stewart Ross, Mary Rothchild, Keith Stover

**Absent with Notice:** Debra Japp, Chuck Lyons, John O'Brien, Larry Oveson, James Pehler, Edward Schones, Karen Thoms

**Staff:** Carol Steimer Bailey, Sue Martinez, Jim Berg, Lynda Milne

**Introductions:**

Lynda Milne announced that she is no longer interim Director of CTL but the permanent director. The director search was concluded in December and Lynda was appointed Director.

New members of the committee attending for the first time were introduced: Cheryl Avenel-Navara, from Minnesota West Community & Technical College, Worthington campus; and Mary Rothchild, Office of the Chancellor, Business and Industry partnerships and Healthcare Education initiatives.

**Minutes from November 12, 2003**

Minutes from the previous meeting were reviewed. Correct spelling of Sonja's name; move passage as corrected, Kaplan; Gaskill Second. Passed

**Agenda reviewed:**

John O'Brien will not be able to give an update on the action item related to work group on adjuncts; moved acceptance of agenda, Lee; second by Connelly. Passed

**Member Business:**

Berndt: Member contact list should be corrected to include Normandale's new email address. [firstname.lastname@normandale.edu](mailto:firstname.lastname@normandale.edu)

Milne stated that two slots were still open on the committee: one from MSCF; the other a CAO. Kaplan suggests Paul Nelson at Northwest Tech Bemidji for the MSCF position; another possibility might be a previous applicant for a CTL position. Ray Lou at SMSU is a possible CAO suggestion.

**Action Item Update:**

Milne asked the Office of the Chancellor Human Resources office if it was feasible to use individuals ordered to perform community service as volunteers for CTL activities, as has been suggested in the past. The HR director responded that, "yes it's feasible, but we're not going to

do it.” The Office of the Chancellor doesn’t use volunteers [who are not part of the system] at this time for various reasons.

### **Teaching Award:**

Milne reported that the committee asked her to write a letter to the Chancellor with some recommendations regarding the establishment of a systemwide teaching award. Pehler said he wanted to see a recommendation that nominations come from the faculty. Kaplan said he didn’t recall that the committee discussed that faculty be the sole or most important source of nominations. Upon investigation, Milne found that such a letter should go to Linda Baer, as chief academic officer of the system. Baer has received the letter, and she has said that the Board has an interest in this area. Baer’s next step will be to discuss it with her Associate Vice Chancellors. Milne offered to follow up to Baer on the status of the recommendation.

Next survey—clarification: it was decided that a randomized sample would be used in future surveys, not a broad attempt to get all faculty. Lee asks about reports to campuses; Milne has delayed reporting to campuses until she has reported to the leadership council. Milne asks for volunteers to help work on the survey. Milne feels it is not necessary to go outside, such as an organization like CORD. Take a look at which questions should remain, what the open ended questions suggest we might want to look at in the future. Milne will call on people for help and suggestions.

A call for volunteers to serve on task forces on new faculty and faculty of color was put out by John O’Brien, and the committee will hear from that work group in March.

Milne noted that this date was selected for a meeting after polling the committee. However, the date was clearly problematic for several members.

### **Survey Update:**

The committee has the final report and aggregate data from CORD. Milne reported that she hasn’t reviewed it systematically. Faculty reported that the single most important obstacle to participation in professional development is “lack of time,” which for a lot of people means workload. Kaplan suggested that a conference session topic might be, “things for your class to do while you’re gone,” to help faculty consider how they might be able to get away from campus to attend professional development activities. CTL might also include some suggestions for those activities on the conference announcements.

Rothchild noted the faculty prefer meeting face to face. She asked how CTL might encourage faculty development online or through means other than face to face. Milne reported that CTL is attempting to address the online opportunities through the Virtual Training Center, currently under development, but also through developing more on campus activities and expertise.

**? Discussion of the virtual training center led to a request for access to the prototype developed by Seward Inc. Milne should post the URL to Steering Committee listserv.**

The committee discussed the issue of rewards. Members stated that not enough rewards are available for faculty who participate and volunteer to lead efforts. Often the rewards are not clear, and they may be direct or indirect rewards. Faculty seem to want to see a clear connection between teaching improvement and rewards from their institutions. MSU Mankato

is offering a certificate program in college teaching through his CET next year. CTL should be looking for ways to connect professional development to promotion and tenure.

The committee discussed the response rates from the different institutions and institution types. Some findings include that faculty are very aware of CTL, particularly of the grants programs. University faculty interests may be different from the two-year faculty; but the cross-institutional programs should be maintained. Some respondents also seem to want to have segmented programs, where they can meet with only faculty from their institutional types. Several members commented on the intangible goals that are met by bringing faculty together across different types of institutions. Teaching methodologies should be a common thread that connects all the faculty; the CTL mission should be part of the integration of the system, as spelled out in the MnSCU strategic plan.

Milne commented that many CTL programs do meet the needs of all of the segments in their own ways. Grants can leverage other funds, as they have done at St. Paul College and their \$1 million grant from Rolex. CTL may be offering the same kinds of programs but speak to the faculty differently. The sharing of resources and events makes sense, such as the connection between MSU, Mankato and South Central Technical College.

**? Discussion about instructor Juairé at St. Paul College and his Rolex grant leads to the suggestion (Kaplan) that we schedule a future Steering Committee meeting at St. Paul College, with a request to visit the watchmaking program.**

Ross commented that much of the effective advertising for CTL activities occurs by CTL Campus Leaders, and that CTL may want to do more training of CTL Leaders to more effectively connect the CTL events to their specific faculty.

Meeting adjourned.

Next meeting – March 9, 2004

All meeting dates listed at <http://www.ctl.mnscu.edu/about/committee.html>