



Minnesota
STATE COLLEGES
& UNIVERSITIES

**Center for Teaching and Learning
Steering Committee**

January 23, 2009
Office of the Chancellor, 3304 Wells Fargo Place
30 7th St. E., St. Paul

Minutes

PRESENT: Ray Anschel, Nouredine Benchama, Josephine Books, Deb Buerkley(Conf/WebEx), Betsy Desy, Zala Fashant, DeeGee Frenzel, Hattie Dambroski, Lutchmiparsad Hazareesingh, Sally Johnstone (Conf/WebEx), Kathryn Kelley, Linda Lade, Karen LaPlant, Terence Leas (Conf/WebEx), Larry Lundblad, Brenda Lyseng, Jane McConnell (Conf/WebEx), Lynda Milne, Deborah Proctor, Anne-Marie Ryan –Guest, Yvonne Shafer, Martin Springborg, Doug Thompson, Beth Weatherby, Daniel Wildeson (Conf/WebEx), Thomas Wortman

Absent With Notice: Cathy Summa, Greg Mulcahy, Manuel Lopez

MINUTES: DeeGee Frenzel and Lynda Milne

(▶ denotes action item)

12:15pm Meeting Called to Order Lynda Milne called the meeting to order.

1. Lunch

Committee members welcomed Betsy Desy, Dean of Arts and Sciences, Deb Berkley, Professor of Business Administration from Southwest Minnesota State University to the committee. The committee got the chance to experience the meeting using mixed media (we had committee members in person, on conference call and also some committee members joined the meeting via WebEx). Lynda thanked all for coming and said that she was really excited that the turn-out for the January meeting was the best it has been in the last few years.

2. Review of Agenda

No changes made; January agenda was approved.

3. Notes from 11/14 retreat; follow-up discussion

No changes made; November Minutes were approved.

The Committee was asked to reviewed notes and minutes from the retreat and highlight what they thought were the most important for the coming year.

4. Quality Matters: Inter-Institutional Quality Assurance in Online Learning

Deb Proctor, E Curriculum Director, www.mnonline.project.mnscu.edu

shared with the committee the Quality Matters Rubric Workbook 2008-2010 edition. This rubric is intended to be used for courses that are delivered fully online or with a significant online component. It focuses on course design, rather than on course delivery or academic content. Components are; Learning Objectives, Assessment and Measurement, Resources and Materials, Learner Engagement and Course Technology. There are a couple different rubrics out there to use, but Quality Matters, which was created through a FIPSE grant to the University of Maryland, has been designed in a very faculty-driven way. Now an independent non-profit, Quality Matters has completely updated the rubric, and it is totally available online. The important thing to remember is that there is an overall score to be considered. Deb expressed that sometimes faculty are not going to meet those standards. It is continuous improvement and provides a great way for faculty as well as administrators to talk about online course quality.. To use this rubric and to see that your course meets quality standards, you must be a member. MnOnline has purchased a systemwide membership, and any of our system colleges and universities can become an affiliates for a fee. MnOnline is offering to pay \$500 toward the \$1,000 cost for any institution that is interested.

Karen Laplant commented that it is strictly voluntary and some of the faculty at the Hennepin Technical College Campus have used it. Deb expressed hopes that faculty will become involved and take the course to become peer reviewers. Quality Matters uses a continuous improvement process. Deb invited the committee to help leverage the use of the rubric in our system and do it in a cost effective matter. Dan Wildeson mentioned that St. Cloud State University has a peer consultation group of about 30. Efolio Minnesota hosts several online courses and Deb invited all to try them out as well, she also brought up the point that CTL has already been doing this. Lynda expressed that getting experience in the environment is a benefit.

► Deb will get the link for the committee of the governors speech where he says that he would like to see 25 percent of classes offered online.

5. Thinking and Budgeting Differently/ Prioritizing and planning for budget cuts and a strategic CTL 2009-2010 work plan

How do we begin to start thinking about budget cuts? What if we will need to cut 10% , 15% or even 20%?

Committee split up into groups of 3-5 individuals. They were asked to discuss these three questions:

1. What is core or policy requirements and must be done?
2. What is good for the system to do?
3. What could be discarded?

Group 1: Lutchmiparsad Hazareesingh, Kathryn Kelley and Nouredine Benchama

- Retain the funding for Discipline Workshops.
- Cut, CTL Leaders Funds, we believe that they are savings at a local level.

- Have regional meetings to keep costs.
- Aggressively explore the food, travel and think more about car pooling.
- People need to do more things on campuses.
- Wipe out food and extras. The state U's have much more money than colleges. Ask people if they are able to do more like volunteering.

Group 2: Betsy Desy, Linda Lade and Zala Fashant

- Leaders program is working very well and we hate to lose the Leaders on the campuses. Leaders are critical to get information out to faculty. Host only one face to face Leaders meetings and hold other meetings electronically.
- Have Steering Committee Meetings in the Fall and Spring face-to-face and the rest should be held electronically.
- Scale back on the RSP/ITeach Conference.
- Have more electronic Discipline Workshops.
- Have individuals pay a fee to attend the workshops.
- Have individuals learn a new skill of participating electronically through WebEx etc.

Group 3: Anne-Marie Ryan-Guest, Larry Lundblad, Hattie Dambrowski and Yvonne Shafer

- Keep the Leaders program and do not change a thing because there is a chance that campuses will not support the program without our help.
- Reduce discipline workshops down to one day.
- Make discipline workshop awards have a \$5,000 max.
- Institute a policy that in order to receive reimbursement for lodging, participants will need to travel 120 plus miles.
- Hold discipline meetings at RSP/ITeach Conference.
- Reduce food at all meetings and conferences.
- Reduce the cost of printing materials at Steering Committee and other meetings, have individuals bring their own copies of the information with them to the meetings.
- Look at doing more electronically.

Group 4: Josephine Books, Tom Wortman and Doug Thompson

- Meet electronically.
- Cut meetings for CTL Leaders.
- Look to reduce payment to Leaders to bare bones for pay.
- Steering Committee meeting that are yearly in June can be eliminated.
- Go electronic for SCM. Place priority on content.
- Don't touch Leaders Program because this will keep partnerships and maintain the connection because they do provide with funds.
- Keep the RSP/ITeach Conference.

Group 5: Remote Group Discussion

Terence Leas, Deb Buerkley, Sally Johnston, Daniel Wildeson and Jane McConnell

- Cut back on travel to campuses.

- Increase Webinars.

Committee Discussion:

► Lynda said that the staff will take the information and recommendations collected from the groups and work it into the draft FY10 CTL Workplan. We will then bring the draft back to the committee. Kathryn mentioned how there are different needs between universities and colleges. The most important thing about CTL is that they are a guiding light and it is a benefit that they are on the cutting edge. Metropolitan State University is privileged to be a city university. The challenge is reaching out to greater Minnesota. Kathryn also suggests to try to identify what are the big values and hold to them to serve teaching and learning.

Haz wanted to know the cost of the RSP/ITeach Conference per person and Zala replied that it is around \$50 for two days of faculty development per person. Haz expressed that discipline workshops should be structured better. Maybe develop DW's for four year faculty. Doug suggested separating Saturday of RSP/ITeach Conference for the four year universities. Lynda agreed that we need to make the RSP/ITeach Conference more visible to four year universities. Also, broaden the appeal of discipline workshops.

Lynda acknowledged that if there were a day for discipline workshop/meetings at RSP/ITeach, it could make the DW's more structured. Yvonne, and Haz agreed that many of the DW's need more money. If faculty do not take advantage of the time then funds should be restricted. Martin said that everyone should check out CTL's website and look at the RSP/ITeach Conference – a good example is how PKAL and STEM initiatives are choosing to take advantage of the conference. It provides a good model for other disciplines.

Kathryn was wondering if there are models for DW's to help guide them in creating a meeting and maybe people would see that these are very doable and how it could fit.

Lynda suggested an application process for Leaders to receive funds. Larry Lundblad believes we should maintain those funds. He expressed that you don't want to discourage participation. Haz's suggestion was to look for across-the-board cuts, not just dumping one thing totally.

► Martin will add discipline workshop model proposals to the CTL Website.

Linda Lade cautioned that when you have too much variability it can back fire but it would be nice if things get spaced better. Have a streamlined vision on how this can happen.

Lynda spoke about how all the initiative work that CTL has been doing is not in this budget. There is not expected to be any money for STEM initiatives, BOT award coordination, College Faculty Awards for Excellence, credentialing etc. We just have to figure out how to work more efficiently without the money.

6. Break

7. 2009 Biennial Survey

The committee discussed its 2003 decision to complete Systemwide faculty development surveys on a biennial schedule. That would make 2009 a survey year. For the last two surveys, we have paid \$5,000 to MSU Mankato to administer the survey and provide analyses.. Lynda said that the topics that faculty reported most interest in are: how students learn, student motivation ,and using technology in teaching. Committee consensus was that we don't need to do it in 2009, given consistency of results over last four years.

►Josephine Books recommended that we change to a four-year cycle for surveying, and the entire committee agreed.

Members also recommended that we find new and different ways of getting input from faculty. Zala Fashant said that we are starting to get more and more phone calls and feedback from faculty as to what topics they are interested in.

Yvonne Shafer asked whether we should do an assessment about online learning since we have the governor's "mandate" to go to 25% online courses? Lynda commented that we want to make sure that we are focused on what is important to faculty and to the system. As more faculty teach online, we want them to feel well supported in teaching online *well*. Haz suggested asking these questions through CTL Leaders.

Extending the discussion about providing faculty development services on topics faculty are interested in, Lynda brought up a recommendation from some committee members at the last meeting. "Don't spend the time going to campuses and doing workshops."

Lynda said she believes that campus workshops can be a low-cost way for us to deliver services. Haz added that the committee didn't mean don't go, just that they would like for CTL to aggressively reduce expenses. Lynda mentioned that visiting the campuses is a way that CTL can support Leader Programs especially if we have less money to give them for programming.

Kathryn Kelly told the committee that she feels going out to the campuses is fabulous. She also told the committee that any discipline workshops that she is involved in, they are going to have participants pay \$25 in registration fees but that money will go directly to pay for food. Thomas said that he thinks that campus visits offer great opportunities for important relationship building and communication with the campuses. Dan Wildeson recommends a greater attention to SOTL, the Scholarship of Teaching and Learning, and he and Martin talked about how SoTL has become a major focus at St. Cloud State University. This spring and this fall Dan will be having sessions on SOTL. Lynda pointed out that in doing more campus workshops, CTL would not go around and say "you have to take our workshop on this topic;" instead we respond to what people tell us they want on their campus. Kathryn and Betsy talked about the STEM/humanities tension, and how some faculty feel that the attention to and resources for STEM leave nothing for the

humanities. Lynda noted that while we try to focus on initiative areas, we try to encourage a broad perspective, too. For example, we specifically wrote in the grant guidelines this year that we encourage teams that might include people in humanities working with STEM faculty.

9. CTL Operations & Program Report

A. RSP/ITeach Conference February 27-28, 2009

Conference is on, but there had been considerable discussion in December about whether it should be cancelled or held online in order to reduce costs. Instead, staff worked up some alternate scenarios showing how we could save more than 30% but still have an excellent conference. One way to reduce costs and be more “green,” for example, is to remind attendees to bring their own coffee cups, and offering handouts online instead of printing them out.

George Kuh, Professor of Higher Education and Director, Center for Postsecondary Research has been approved to be keynote speaker. 150 proposal sessions were sent in and most are confirmed and are prepared to present. Quality looks fantastic! Abstracts are online. Paper program will come soon, but we are cutting back on the program, this year it will be more basic and not as colorful etc. We are still accepting discipline meeting proposals. 290 faculty are presenting and a good number are students. Hattie Dambroski and Anne-Marie expressed that they are really excited about the conference.

Josephine said she would like to see a presentation that would inform faculty on the state of the budget and what they are facing. Linda Baer and the Chancellor are expected to offer remarks at the conference and hopefully they will address some of those issues.

B. Spring 2009 Calendar

Zala reviewed the CTL Spring Events calendar, and brought attention to the Web workshops, noting that faculty (including Josephine Books) are teaching Web workshops, not just CTL staff. This spring’s calendar is a full one.

► Josephine and Doug mentioned that they have not received or seen the calendar. DeeGee will follow up with mailrooms at Saint Paul College and Inver Hills Community College.

C. Spring Discipline Workshops

18 Discipline Workshops this semester, largest number in the history of CTL. Deadline for fall workshop proposals will be March 6th.

D. BOT Award for Excellence in Teaching

Ray Anshel reported that in the third year of the program we have added the title, Educator of the Year. Along with Academic and Student Affairs Awards, the new Diversity Awards will be added to this event. The BOT Award committee once again tweaked guidelines to make the application process easier. The IFO, after

taking part in the guidelines revision, once again elected not to participate in the program, citing the competitive nature of the award and the concern that it is still merit pay. We are including a range of options to award winners. Promotional efforts have improved, with a postcard mailed to campuses, and a colorful brochure to explain the program distributed as a PDF to all campuses. We seem to have more student involvement this year. Eugenia Paulus was named US Community College Professor of the Year and Lynda reiterated that it is a first for Minnesota, for *any* university or college faculty member to receive this award in the 18 years it has been awarded. The first BOT Review Committee Meeting will take place next week. So far 17 colleges are participating. Ray expressed that we are ahead of where we were last year. Ray talked about how we have trimmed the event costs down about 40% and may trim it even a little more.

E. Grants

Committee reviewed the combined grants postcard. Tom Wortman talked about the cost of the postcard and that it costs two-thirds less to send because it was sent only once for four programs, a benefit of working together on the grant postcard announcement. CTL and P-16 Collaboration unit are jointly seeking applications to fund “demonstratively effective faculty-led projects that increase student enrollments, engagement, and success in science, technology, engineering, and math (STEM) courses; and/or prepare “more and better” P-12 teachers of science and mathematics.” Applications are due by February 23, 2009. Notification of awards is planned for March 2009. Projects may begin upon award and are to be completed during the 2009-2010 academic year. Currently, Tom mentioned, that they are forming a review committee and he invited any of the committee members to be on the committee. They just need to contact Thomas if they are interested. Lynda and Tom are starting to aggressively seek outside funds. Tom invited the committee to drop him an email if they have any ideas of where CTL should go for any outside funds.

F. Summer Online Learning Lodge

Zala previewed this new program to try and create and offer a variety of courses on teaching with technology. The faculty-led “courses” and sessions will be open to all faculty in summer 2009.

G. STEM

Brenda Lyseng reviewed a flyer that she put together on the system’s Project Kaleidoscope project. She spoke about working with national organizations and leveraging their expertise and it has been very rewarding. Betsy Desy is one member who has been involved in PKAL since 2004. is a national organization and alliance of universities and colleges that want to provide leadership training to faculty and administrators in a variety of ways. PKAL received an NSF grant and it was to see if a national organization that partnered with a system like ours and those in other states could have extended impact. Campus Leaders are taking on leadership roles on some campuses and facilitating workshops. Betsy talked about how MnSCU was the only partner that has two-year and four-year institutions, so

they were very excited about that and they were excited for the opportunity to work with us. Next PKAL workshop will be within the RSP/ITeach Conference and they don't have to be just STEM people to attend and we are now looking to disciplinary themes. Okay to join the workshops at any time even though you haven't been to another workshop previously.

Brenda also explained the STEM Equity Pipeline (stemequitypipeline.org) project, granted from the National Alliance for Partnerships in Equity, funded by NSF. This group is looking at improving the rates of women succeeding in STEM fields, especially in career and technical education.

Brenda is also working to familiarize faculty and students with MentorNet, www.mentornet.net, a national organization that provides mentors for students. She's especially interested in trying to match women and minorities in science and engineering with mentors from our network of partners. She asked that if members don't know if their campuses are participating, they can check out the STEM eFolio site, <http://stem.project.mnscu.edu>. Every campus has a primary contact and it is usually the STEM Dean. STEM initiative funds have been used to purchase a subscription for the entire system this year. Lynda mentioned to the committee that the mentoring project does not need to be in STEM fields.

H. Credentialing Courses

Karen LaPlant, who is coordinating the courses and managing the online course, reported many new online 0900 CTL Philosophy participants. (This philosophy course is no-credit, no-cost and self-paced. Southwest Minnesota State University is offering 3 courses which meet the credentialing requirement for community and technical college faculty.

As cost savings measures, the committee voted to cancel March 27th meeting and to cancel June's annual Steering Committee dinner.

3:45pm Meeting Adjourned