



MnSCU CTL Steering Committee
January 24, 2003
304 Energy Technology Center, St. Paul

MINUTES

Present: James Berg, Rex Gaskill, Judy Harris, Janet Henquinet, Debra Japp, Janet Henquinet, James Kaplan, Larry Litecky, Brenda Lyseng, Jack Miller, Lynda Milne, John O'Brien, Larry Oveson, Greg Mulcahey, Diane Pearson, Gayle Plank, Stewart Ross, Edward Schones, Lori Schroeder, Keith Stover, Karen Thoms

Absent with Notice: Jeanette Daines, Russell Lee, Chuck Lyons, James Pehler
(represented by Debra Japp)

Member Business

The committee welcomed new member, Janet Henquinet from Metropolitan State University.

Ed Schones announced new member appointment: Mike Connelly from St. Paul College (to replace Jeanette Rydberg).

Action Item Updates

Follow-up on November Meeting action items

- Committee reviewed letter by Jack Miller to L. Baer recommending change in CTL director title from "Director, Center for Teaching and Learning *and* System Director for Professional Development" to "System Director for Faculty Development"
- Plan for equitable new-faculty book distribution: Committee agreed with suggestion (from CTL leaders) to a) provide only one book, budget permitting, and b) distribute via CTL Campus Leaders after obtaining list of new part-time and full-time faculty in September.

TM**Action Item:** The CTL's May agenda should include a discussion of recommended books for new faculty.

- It was agreed that ITV attendance would be arranged for future Steering Committee meetings upon attendee request.
- It was agreed that Judy Harris, Jim Kaplan, Larry Litecky, and Keith Stover would meet with Lynda Milne regarding plans for the CTL Roles and Processes study via ITV
- The committee approved the change to "Roles and Responsibilities" section of the CTL Steering Committee charter recommended in the November meeting.

CTL Operations and Programs Report: November – January

Staff

Lynda reported that Nicole's position had been approved for a waiver permitting replacement, and that recently interviewed applicants would be reviewed and a hiring choice made immediately.

? Gretchen Dorn's former position as Faculty Development Coordinator was also approved for a waiver, and would be funded in part by Perkins Leadership Funds for faculty development. Recent interviews had also resulted in a final choice by committee and staff.

Events – November

Fall Conference

- 215 attendees. Low number of no-shows. Low # of evaluations. Cost of \$166/person. This was the first time we used the policy of providing 50% lodging and it seemed to work quite well.
- Lori showed us the conference proceedings portion of the Web site.

Service-Learning

- About 30 attendees from technical programs. Interest is increasing in this area.

Discipline Workshops

- Brenda passed around the folders from workshops held fall semester, 2002.
- Conversation about transfer. Larry Oveson would like CTL to link even more with the transfer effort. CTL has been cooperative but we may need to do more. Larry Litecky suggested that we reposition ourselves as part of the core function of the system office. Judy Harris said we need to be in every effort that has to deal with faculty development. There are Senate hearings on Feb. 4 and Feb. 11 – CTL has a powerful message to send to the legislature.

Learning that Lasts

- Weekend Seminars. Two were held last fall
- Active Learning Advocates. There were 8 applications and 7 were selected to do on-campus interviews and the other encouraged to apply for spring round. Since then one campus has withdrawn due to budget issues. Discussion about the difficulty of balancing budget priorities with a focus on learning outcomes –change in campus climate, increased student learning becoming the heart of the campus. We may need to revisit the high match expectation from the campus given the budget situation and the number of applications. The next round of applications is due April 1.

Campus Visits

A chart of this year's campus visits by the staff was passed around.

Upcoming Events

Realizing Student Potential

- Lynda explained how CTL came to be planning this conference at the request of the Metro Alliance CAOs; they will co-fund it along with Perkins Leadership Funds from the Office of the Chancellor Grants unit. LM met with the CAOs and together they settled on a theme of serving underprepared learners. The CTL leaders from the Metro area are serving on the planning committee. Lori and Brenda are co-chairing.
- Invite the Trustees, higher ed legislators, higher Ed Consortium
- Go to the local press.
- Find students that have met their potential such as the 3 students on the Board of Trustees (Vincent Igoma, Shaun Williams, and Michael Redlinger). They could do a panel. Fond du Lac has an interesting teacher prep program as does the Urban area.
- We could ask a board member to facilitate a panel. The legislatures could have a listening session.

ITeach

The call for proposals will probably be extended as there were only 12 submissions by January 22. Postcards did go out in mid-December. Brenda and Dick Johnson (OIT) are co-chairing.

Grants

Deadline for Instructional Development and Learning that Lasts grants is March 3, 2003. Applications for Discipline and Program Workshops should be in by April 1.

The Events calendar for January – May was reviewed, and plans for summer Weekend Seminars were discussed. Regarding new faculty orientation, the committee agreed that the announcement of the New Faculty Workshops in May and October should be clearly directed at ALL new faculty.

CTL and the Strategic Plan

Committee discussed status of the 2002-2003 Work Plan item 9.1.1 by reviewing End-of-Quarter Report: December, 2002, submitted to the Office of the Chancellor. Suggestion that we encourage CTL leaders to submit to their Presidents their accomplishments in faculty development for the quarterly reports. The committee also recommended that we conduct a new survey to poll presidents as well as CAOs, deans, and faculty, asking them all questions about their needs for faculty development and their opinion about the roles and processes for MnSCU's CTL.

™ Action Item: It was again agreed that Lynda would schedule a meeting on a Friday within the next two weeks to discuss with Judy Harris, Jim Kaplan, Larry Litecky, and Keith Stover the process for the remaining study efforts.

Future Meetings

March 25, 2003 (Tuesday), 10am-2pm, Room 304 in the ETC building (St. Paul)
May 7, 2003 (Wednesday), 10am-2pm, Room 304 in the ETC building (St. Paul)