



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

**Center for Teaching & Learning  
Steering Committee Meeting  
January 26, 2006**

**Board Room B, Office of the Chancellor, 30 7<sup>th</sup> Street East, St. Paul**

**Minutes**

**PRESENT:** Cheryl Avenel-Navara, Carol Steimer Bailey, Jim Berg, Josephine Books, Richard Brown, Mike Connelly, Zala Fashant, Janet Henquinet, Louise Hoxworth, Debra Japp, Dick Johnson, Mary Kne, Tim Kroeger (ITV), Karen LaPlant (ITV), Raymond Lou, Lynda Milne, Sharon Oliver, Mary Rothchild, Cathy Summa, Karen Thoms (ITV), Stewart Ross

**ABSENT WITH NOTICE:** Nancy Black, Larry Litecky, Larry Oveson, Martin Springborg, Keith Stover

**MINUTES:** Mary Kne/Lynda Milne (▶ denotes action item)

**Minutes from Previous Meeting**

Minutes were accepted as written.

Members were asked to please send us revisions to document recommendations made in meetings which they feel are not represented in the Minutes. Also CTL will add page numbers to minutes.

Agenda was accepted as written.

**Member Business**

*Welcome New Members:*

- **Jim Berg**, Lake Superior College. Jim returns to the committee after having been on the committee as a CTL staff member, 2000-2004.
- **Karen LaPlant**, Hennepin Technical College, Brooklyn Park. Karen is a CTL leader and active collaborator in faculty development.

*Member Appointment Terms*

The committee wanted to get appointments to end at a single time during the year. Summa reports that IFO approved term endings in May. Avenel-Navara says MSCF thinks August is just fine with them. We will keep the two separate end dates, since there is no functional difference. The summer optional meeting is a retreat where both retiring and new members will be invited to attend.

▶ Bylaw change: Lynda will change bylaws to say "beginning of May". Lynda will send out bylaw changes and committee can review, comment and then we'll adopt revised bylaws at the next meeting.

## MINUTES (Continued)

► Appointment terms – The Leadership Council and both unions have retiring members this year. Action item for next meeting -- Lynda will draft memo regarding retirement of Karen Thoms, Mike Connolly, Janet Henquinet and Larry Litecky.

Milne reported that President Stover went to the Leadership Council to propose a single statewide faculty duty day. General consensus was that it wasn't the time for it. If future conference dates are known, maybe individual campuses could include that in their calendars.

► Lynda will contact Metro Alliance to see if they can give us dates further out to communicate to the rest of the state.

## Initiatives & Activities Update

### *CTL Work Plan 2006-2007 (DRAFT)*

In January, CTL held a day long retreat to discuss our AY07 work plan.

Some things staff focused on from the retreat:

- Campus visits are important and should be regularly worked into faculty development coordinators schedules. Campus visits are helpful for new administrators to become more knowledgeable about faculty development and how to promote cooperation between campuses – develop and model partnerships.
- Discipline workshops are important to bring faculty together
- Leaders workshops are strong to promote cooperation
- Common duty days would be helpful to bring faculty together
- It is important to bring 2 and 4 yr administrators together to understand their worlds with specific topics about teaching and learning
- Maybe we talk about limited staffing and budget and using that to model for campuses and achieve broader audiences
- Weekend seminars could be changed to set up a regional WS, to pool with faculty development efforts.. CTL would be a partner, it will be their programming and we will help. We'll work with other leaders in their region to bring regional audience to the campus. We will talk to leaders at the spring leader's workshop to talk about future seminars.
- Is there a role for CTL in Higher Learning Commission to help facilitate the knowledge and capability to understand how to partner
- ► Combine ITeach and RSP
  - Need to analyze how many attend both
  - Could really change participation and presentation proposals
  - Henquinet proposed we accept. Thoms seconded. Committee approved. No opposed.

Some feedback from Steering Committee:

- For Items 4, 5, 7 we should add language that supports the strategic plan in order to respond to faculty interests.
- Previous discussions of CTL's role in diversity is not reflected. We need to tie in with Mike Lopez's objectives. We should adopt diversity as a value not a content area. Change the culture to recognize that it's everybody's responsibility. Commitment to issues of inclusion as well as other values that are implicit in what we do.
- Mechanical approach to June retreat. See this all in a matrix. List content areas across the top and down the side partnership and campus visit. We can fill in boxes, action step

## MINUTES (Continued)

- Low cost teaching model. Share CTL's successful after event analysis of what went on and then bring it to the campus
- Objectives are relatively pointed, we need some sort of organizational theme to corral these cats and have partners in terms of the regions. How to make sure overall objectives and values of CTL's are represented. Each workshop/partnership /presenter should cover or attempt to cover XYZ.
- Move Objective No.3 to No. 1.
- CTL should have a commitment to a theme and use that as a frame for what we do. We could look for overall theme is represented in our events.
- Clearly articulate guiding principles and values and live them.
- Do we use system strategic plan or derive our own? Adopt system plan and then add ours. Staff will work on this at retreat. Set of guiding principles and values. Do a matrix of content against program ideas. ► Share with Steering Committee before next meeting (after retreat 2). Get feedback. Identify and clearly articulate our values, and matrix of content areas crossed with functional objectives.
- CTL statement should be explicit and intentional. Don't send to MnSCU strategic goals let them read it all on our website. As we plan events, especially when planning with campuses, could we have a peer review panel of proposals for workshops so matrix could be used to evaluate suitability. Good for presenters because they could say they were peer reviewed and passed a panel. Be careful about setting up too much structure to get through before events.
- Centers of Excellence may help with putting on discipline workshops.
  - ► Send an email to interim director of the 4 Centers of Excellence to let them know about the discipline workshops and how we could work together.
  - We should improve web info about discipline workshops. People aren't ready for how much work involved. Provide examples of what people had to do to be successful.
- ITeach Center website
  - Doesn't get enough attention. We would like to increase our attention.
  - Concierge for faculty. Help you when you need it through this online help function.
- Collaborate more closely with student affairs on a system level. Make sure their conference isn't March 1-3 2007. It is important that CTL works together with them for inclusion.

### *FY07 CTL Budget Request (DRAFT)*

In the FY07 budget request Lynda Milne will request to restore CTL faculty staffing back to 3.0 FTE from 1.8 FTE. The NCAT project is funded for this year.

### *Transfer Oversight Committee*

Lynda Milne is working with the Transfer group and the Transfer Oversight Committee to discuss CTL facilitating possible systemwide campus conversations. MN Transfer is requesting \$120,000 to conduct system conversations -- what do we mean by "an educated Minnesotan" and how do we define general education and ensure a transfer structure that fosters that. There will be subcommittee meeting of faculty on February 6 to begin discussion. CTL was asked to be involved because we have experience doing faculty forums of the kind envisioned. CTL faculty would also be the reporters to let people know what is happening on different campuses. They would also analyze for common threads, reporting out at the end of a year. In budget process, both CTL and Transfer will seek the needed funds. Committee members expressed concern about how much time this would take away from other mandates CTL has and would it take us down a different path. We are the catalyst. We don't institutionalize the programs started by grants, that is up to the campuses.

### *BOT Award for Teaching Excellence and College Awards for Excellence*

The BOT Award for Teaching Excellence Design Task Force will meet again in spring semester to finalize plans for this program for next academic year.

## MINUTES (Continued)

Information about the College Awards for Excellence can be found on its website:  
<http://awardsforexcellence.project.mnscu.edu/>.

*Designed for Learning (NCAT) Pilot*  
Workshop Friday, January 28, at MCTC for grant applicants

### **CTL Operations & Programs Report**

#### *RSP 2006*

Committee members were encouraged to get involved with RSP. One idea was to give a list of past attendees and current registrants so that Steering Committee members could contact them to encourage them and others to go. Union presidents will each do a question and answer session. A panel is being formed to talk about MSCF contract regarding professional development, credentialing, awards for excellence. Also, we are looking for recommendations of students for student panels about what has helped them in their education and what makes a good faculty member.

#### *Events February-March, 2006*

##### CTL Conference

**Realizing Student Potential Conference 2006**  
Minneapolis Community and Technical College  
February 24, 2006

##### CTL Discipline Workshop

**Electrical Instructors Conference**  
Anoka Technical College  
March 2 - March 3, 2006

##### CTL Weekend Seminar

**It's Not What You Tell Them That Counts: Getting Started With Active Teaching**  
South Central College, North Mankato  
March 24, 2006, 10:00 am - 4:00 pm  
Presenter/Facilitator: Mel Silberman

#### *Instructional Development Grants*

The Call for Proposals is out and application deadline is February 27. The peer review committee is starting to form, but we will wait to see what schools are represented in the proposals before assembling the reviewers. Grants will be awarded in early April.

#### *CTL Biennial Report*

The CTL Biennial Report will be posted online as soon as it is complete. Also, we may be able to do a Board presentation about CTL accomplishments.

#### *CTL Resources*

Lynda asked committee to continue thinking about how we should use the efolio site, <http://campusfacdev.project.mnscu.edu>, besides as a place for Leader reports. It can also be a central site for sharing information about events, workshops, peer consultants available throughout the system. One good example would be to promote various campus staff and faculty who can be D2L training resources; another is

## **MINUTES (Continued)**

for Leaders to offer consulting and instructional services to one another (as Stewart Ross and Michele Neaton have done).

Meeting was adjourned.

- Mary Kne and Lynda Milne

## **Future Meetings**

All meetings are scheduled to be held at the Office of the Chancellor, Board Room B, 4<sup>th</sup> Floor. The street address is 30 East Seventh Street, St. Paul, MN 55101.

- Thursday, January 26, 2006, 9:00-1:00, Board Room B or via ITV (1 week notice, please)
- Friday, March 17, 2006, 9:00-1:00, Board Room B or via ITV (1 week notice, please)
- Thursday, May 4, 2006, 9:00-1:00, Board Room B or via ITV (1 week notice, please)

## **CHANGE IN SCHEDULE:**

- Thursday, June 8, 2006, 4:15 – 7:00 pm, Normandale Community College. To be held after Weekend Seminar.