

**MnSCU Center for Teaching and Learning
Steering Committee
Meeting February 14, 2000**

MINUTES

PRESENT: Chuck Lyons, Jane Miller, James Kaplan, Le Lucht,
Barb Lee, Gretchen Dorn, David Laverny-Rafter, Brenda Lyseng, Jerry
Noland, Kia Witte, Jeanette Daines, Aaron Wenger, Gayle Plank, Kathleen
Nelson, Kathryn Kelley, Jeanette Rydberg, John O'Brien, Larry Oveson,
Roseanna Ross

ABSENT: Russell Lee, Jerry Johnson, Bruce Romanish, Dave Abel, Ed Schones

MINUTES: APPROVED

ADDITIONS TO AGENDA:

CTL Coordinators Descriptions
Guidelines for Discipline Workshops and Small Faculty Grants
Next Meeting

INTRODUCTIONS OF NEW STAFF:

Brenda Lyseng, new MCCFA Faculty Coordinator, is working with lab-centered instruction, discipline workshops and the rewriting of RFP's.

Jerry Noland, Bush Instructional Technology Coordinator, has redone the Bush website. Please look at it and give him any ideas you may have. He is also working on the Kellogg and CTL websites.

David Laverny-Rafter, Bush Internal Evaluation Coordinator, will be doing the internal evaluation for the Bush Grant and helping faculty with writing their proposals. He will look at the proposals as they come in, especially the evaluation portion, and then work with those faculty who receive grants.

FACULTY STIPENDS/HONORARIA:

Jane has been talking to Rick Ellefson and Margaret Johnson to develop the best way to pay stipends and honoraria. They will be letting us know what can be done. Faculty could be offered a fund for their own faculty development as an alternative.

Administrating those funds out of the system office is complicated because of the way personnel records are handled. We need a reporting tool for the institutions.

PERFORMANCE ASSESSMENT TOOLS:

Jane has been trying to create a performance review process so that people get an opportunity to reflect on what they have and have not been doing while working with CTL. It will help them in putting together a portfolio. The staff looked at this as well as Human Resources at MnSCU. MnSCU Human Resources will be putting some of this review process into use themselves.

Is CTL supposed to be involved in getting grants for teaching? There is a grants person who works with the Northstar Foundation and is to look at grants with an eye to the entire system. There is no one in MnSCU who can get changes made to existing grants. CTL could possible be this agent with regard to grant seeking and/or grant administration.

It is in Jane's job description, but it is really a full time position. Maybe at a future meeting we should have a task force to discuss the subject of grant administration.

We are putting together a list of people in charge of grants. Minnesota Granting Forum is a tabloid, it's free. Karen will send out the information regarding grants. Pam Wanga has been helping coordinating grant writing.

We may be re-broadcasting an edited version of the grantwriting video we did last year. If it is done, it will be done in February.

There are no coherent efforts for getting (such as NSF) to support the infrastructure. They like to fund state or multi-state projects. There are eight NSF grants within the state and they reside at only three colleges.

What should we as an organization do about this situation? Deena, Jane, Jeanette and John could bring this conversation up at MnSCU internal meetings. Leslie Mercer is heading up a planning committee with respect to the budget and how things can be moved to fit into the bi-annual budget. We need to identify a specific person at MnSCU to do grant seeking and grant activities specifically for faculty. What is our vision?

John O'Brien moves that a representatives of this committee meet with system office to discuss statewide coordination of grant activity. This motion was passed.

SELECTION AND RESPONSIBILITIES OF CAMPUS CTL LEADERS:

The memo regarding campus CTL Leaders was reviewed. CTL Director should be changed to Director/Coordinator. Take out parentheses after guidelines.

CTL REPORT

Orientation Video:

Gary Hatteberg met with Gretchen Dorn and Kathryn Kelley and has developed a timeline. There are five key LBD recipients and disciplines. Gary will be setting up specific shooting schedules with each campus some of which are Lake Superior, St Paul TC, Southwest State, Biology Discipline Workshop, Fond du Lac Tribal & Community College.

The narrator will be Joan Steffen. Gary will follow a story and he will ask questions to students (guided questions), but not scripted. He will do the same with faculty. He will also include the Energy Pool at Anoka Ramsey CC.

Bush Learning By Doing:

You have the guidelines in your packet. They were posted on the web and hard copied to CTL Leaders, Presidents and CAO's. March 1 is the deadline.

The faculty survey is a large part of the grant. What do faculty feel about active learning? Do they use it? We have gotten back about 40% of the surveys. Connie Schmitz is our outside evaluator that is handling this survey and its results. This survey will be very valuable to us.

Applied learning is a subset of active learning. Lots of positive responses. The first reminder postcard has gone out and the second reminder will go out February 14, 2000.

They were sent to a randomly selected sample. It is proportional between the systems. The Bush Proposal is very well done and is very clear.

Will MnSCU be responding to this survey? How people feel about professional development initiated by MnSCU?

Traveling Workshops:

We had our first traveling workshops meeting and set up our list. Technology has been integrated into these. Kathy Wise has been asked to do many workshops. Jane will be doing a presentation at the Collaboration this week along with Kim Contag and Jim Grabowska of Minnesota State University, Mankato. We are looking at doing one of the travelling workshops on ITV in sometime in March.

We could do a video of each workshop and have it for our library.

Program Director – Bush:

The way the position was structured for payment seems to be a problem. The Bush Advisory Committee wants it to be a freestanding position within the MnSCU system, which will give us flexibility with regard to the compensation for this position.

It will be re-posted this spring.

Kellogg Leadership Institute:

Since Christmas, there has been a list of Kellogg Fellows posted on the web. There were 106 applicants for the Fellows. We have 21 Fellows. We are already over budget. It is a very expensive program. The Fellows are a very energetic group. They met with Ted Marchese on January 20-21, 2000. Next step is getting together in April with Ann Lucas where the focus will be on institutional leadership. This will take place April 14-15, 2000. Kia will be working with the Fellows on their research projects. They will be meeting in June and August and in the fall with the CAOs and CTL leaders. This will help create as many networking possibilities as well as creating dialogue between the different groups.

Guidelines for Discipline and Small Faculty Grants:

Brenda used the Bush Guidelines as a template for these guidelines. The small faculty grants did not have an evaluation piece.

Discipline Workshop guidelines have been redone. CTL would fund site, lodging and meals at the workshop. We will also be asking them "what are the goals that you have by providing this workshop?"

The biggest problem is getting a list of faculty in their discipline. The unions have been contacted. UTCE doesn't have a list by disciplines. We need to find an easier way for faculty to get this information. CTL leaders could be used as contact.

Discipline Workshops need to be promoted more. Jerry Noland is building a database for the web site part of which will be discipline specific.

The leaders will be walked through how to do a discipline workshop. Need some way to bring planners together. Should we be giving a stipend to the planners for planning the workshops?

Lab Centered Instruction:

Aaron Wenger is doing this conference. Jane will be speaking as well as Pam Wanga. One of the speakers will be Barbara Walvord. She will be talking about assessment. This not about traditional labs. This takes place on February 22-23, 2000.

Women in Higher Education Conference:

This conference will be held at the Uof M next month. Jane has been working on this conference. There is a teleconference component. It is focused on addressing issues of women in higher education. We are co-sponsors. So we have 20 registration available to us. Presenters and/or facilitators will be using four and the rest will be teams from different institutions.

Technology Day:

This will be a "Best Practices" event. The date is April 28 and as of yet there is no location. There is not a lot of sharing going on. There will be faculty forums across the state. There may be opportunities to talk to vendors.

Collaboration:

Jane has been talking with the president of the Collaboration with regard to the membership fees. We can continue to promote faculty presenting at the Collaboration. They have a series of summer institutes "involving student services and faculty development working together". Technical colleges have been not allowed to join in the past, which is still an issue.

Summer Conferences:

This based on a meeting of faculty and what they would like to have was a conference on passion in teaching. We have come up with the theme of "Teaching and Learning: Where Rivers Meet". It is to be held at Cragun's on August 6 -9, 2000.

The details are still being worked out, but it will be an exciting event.

BUDGET FY 2001

Last year we got most of what we asked for. We gave Jeanette some of our budget for an intern and some went to Lab-Centered Instruction.

There are budgetary connection between instructional technology and the CTL. This could also be done with OEO/D as well. Our technology part could be kept in and expanded.

We need more support for CTL leaders – providing release time. Maybe some money could come from campuses. We might look at an incentive.

Deans should be included as group with information from CTL. Deans are being invited to the CAO's meetings. Faculty coordinator would go to the campuses and meet with the CTL leader and the CAO/Dean.

Organizational development issues are very important. Look at how our resources are connected. We should look at our various contacts what they are expected to do. Maybe we could pool these resources.

We should have a professional development brochure to include CTL & Instructional Technology. Intellectual property needs to get information to faculty.

Campus program budget needs to be bumped up. The budget should reflect the size of the organization. There should be financial incentives for people to engage in collaboration. We should have a fund were CTL leaders could apply to attend POD, NISOD, AAHE, etc. This would encourage leadership development at the national level. We should encourage collaboration between administration and faculty. Over a period of time have leaders attend those conference. Open to Change has faded away; maybe some sort of journal should be reestablished. A publication in hard copy has credibility. It could have articles around teaching. Journal for Academic Affairs – Instructional Technology is going to done on technology this year.

Maybe *Communitas* could be expanded and funded by all three unions.

NEXT MEETING:

The budget has to be the central topic in March.

The next meeting will be on March 8, 2000.