

**MnSCU Center for Teaching and Learning
Steering Committee Meeting
March 4, 2002**

Minutes

PRESENT: Brenda Lyseng, Jerry Noland, Jim Berg, Lynda Milne, Lori Schroeder, Gayle Plank, James Kaplan, Karen Thoms, Deena Allen, Chuck Lyons, Kathleen Nelson, Debra Japp, Jack Miller, John O'Brien, and Greg Mulcahy

ABSENT: Diane Pearson, Larry Oveson, Edward Schones, Colleen Thompson, Jeanette Daines, Russell Lee, Gretchen Dorn and James Pehler

MINUTES: Nicole Larson

Additions to the agenda

Under Strategic Directions, please add "Chancellor's work-plan"
Add "Ideas for recognizing Jane Miller's service and accomplishments"

Review Minutes from previous meeting

Minutes approved with the following change: under Transfer, "Lied Health" should read "Allied Health."

Ideas for recognizing Jane Miller's service and accomplishments

The committee should send a letter to Jane and copy the chancellor.

? Deena to draft letter and Kathy will review.

It was mentioned that we should also recognize service on the CTL Steering Committee with a certificate of appreciation or plaque.

? CTL will send plaques to departing committee members.

Staff Introductions

Effective February 28, 2002, Lynda Milne is the Interim System Director for Professional Development and Director of the Center for Teaching and Learning. Lynda was reassigned from her position as MnSCU System Director for Instructional Technology and will remain in this interim position until a permanent replacement is named.

Lynda wants to focus our efforts on:

- 1- Developing and sustaining a good communication plan
- 2- Responding to constituents' needs
- 3- Making campus service strong – develop strong CTL leadership on campus

Lori Schroeder, a Metropolitan State University faculty member and co-chair of Metro State's Teaching, Learning and Instructional Technology Center, has accepted the IFO faculty development coordinator position previously held by Kathryn Kelley. Her start date in the position is March 4, 2002.

Strategic Directions

Kathy discussed an “Office of the Chancellor” survey that is being sent out this week to all presidents. The survey breaks down the functional areas of the office, asking presidents to provide feedback – should a specific department be kept, transformed or cut?

Some president do not support state level faculty development. Someone wanted to know if the survey will ask each president to list which type of institution s/he is from (eg: 2 year or 4 year).

A draft of the chancellor’s work-plan will be created by April or May of this year. Input from a wide variety of sources will develop this plan. Below is a preliminary list of areas that are surfacing and should be addressed:

- 1- Technology
- 2- Workforce and Development
- 3- Support for Rural Communities
- 4- Metro planning

All departments in the Office of the Chancellor should develop a work-plan with the chancellor’s work-plan in mind – we need to address these priorities.

Below is a tentative list of issues under discussion that the Academic and Student Affairs unit needs to be committed to:

- 1- Econ/Work-force Development
- 2- Access
- 3- E-learning
- 4- Enhanced Collab/Partnerships
- 5- System Mgt/Evaluation

Could CTL develop online learning/training modules as a resource to faculty?

CTL will work with the Tech Ed and Liberal Arts conference planning committees – the leadership and coordination of these alternating conferences will be housed with the CTL.

Should we research and apply for more grants? What about the Blandin Foundation in Mn? We should take a look at the Mn Giving Forum website.

We need to ask ourselves – who is our audience?

We need a strategic plan for the CTL – Kathy mentioned that since she has been a member, she has not seen one. What is our goal? How does it connect with the MnSCU work-plan? The chancellor is looking for a plan and accountability.

How should we proceed with this? Should the CTL staff create a draft and have the committee respond to it? Or, should the committee create this as a group? Or, should the campus CTL leaders work on this at the April 2002 leaders’ workshop? Should we invite Dorian Hunter to be a facilitator at this leaders’ workshop?

? It was decided that the campus CTL leaders will work on a strategic plan for the CTL at the April 2002 leaders’ workshop.

Do CAOs realize what the issues are regarding how campus CTL leaders are chosen? We should state our concerns and what our expectations are. Currently, there is a mixed practice of how campus CTL leaders are chosen. We should consult with the faculty unions on what the selection process should be.

? It was moved and seconded that Lynda redraft the CAO “Checklist for selection and responsibilities of campus CTL leaders” memo, discuss it with faculty union presidents and send it to CAOs annually. **Motion carried**

? Lynda will also meet with new CAOs when they are appointed.

? Nicole to ask Anne Stowell for a list of recent CAO appointments

Terms of Appointment

? We need to ask IFO who should fill the 2 open IFO spots on the CTL Steering Committee – should we add Janet Henquinet to fill 1 of the openings?

? We need to ask MSCF who should fill the 1 MSCF opening, previously held by Jeanette Rydberg (has not been on the committee since FY01).

? On the CTL Steering Committee Member chart, use the first month of the semester (eg: September and January) when recording the appointment dates and term ending dates.

? Are these renewable terms? We should ask the faculty unions.

Regarding the 2 presidential slots, should we ask the Leadership Council for recommendations?

Kathy will talk to the committee chairs (HR and SAA).

We will seek a balance in where the presidents and CAOs/deans are from (eg: Univ, CC, TC, CTC).

? We need to look at the CAO and dean lists, invite and fill the 2 open spots.

In order to build involvement and support, we should be strategic when filling the positions we (CTL) are at liberty to fill.

New Bush proposal update (see handout)

Jim delivered the Bush grant proposal on March 1, 2002. The Bush Foundation will make a site visit sometime in April. They will make funding decisions at their July board meeting.

There are 2 presidents (Ann Wynia and Wilson Bradshaw) on the Bush Foundation board. We are going to send them a short note informing them about our proposal.

The key focus is on making MnSCU classes more active. The proposal discusses incentive grants, developing an active learning advocate program, and conducting 4-6 one-day workshops per year.

Regional Conference in Mankato (February 1-2, 2002)

153 attendees. See handouts.

New Faculty Workshop (February 28-March 1, 2002)

43 new faculty participated in this event and provided new ideas for future workshops. This workshop was facilitated by Lynda Milne and Mary Deane Sorcinelli, Associate Provost for Faculty Development and Director of the Center for Teaching at University of Massachusetts Amherst. It is clear that these new faculty want to learn how to be good teachers and how to balance their lives.

I-Teach Conference (April 18-20, 2002)

I-Teach: Best Practices in Teaching with Technology Conference will be held at Minneapolis Community and Technical College.

For more information or to register online, go to: <http://www.oit.mnscu.edu/iteach>

Keeping our Faculties: Addressing the Recruitment and Retention of Faculty of Color Conference (April 21-23, 2002)

Conference will be held at the Radisson Hotel Metrodome in Minneapolis.

MnSCU is co-sponsoring this conference with the University of Minnesota and Committee on Institutional Cooperation Institutions.

For more information, go to: <http://www.oma.umn.edu/kof>

Keeping our Faculties: Working within MnSCU (April 24th, 2002)

This one-day MnSCU CTL workshop immediately follows the three-day “Keeping our Faculties...” conference described above. We will look specifically at the MnSCU content for the recruitment and retention of faculty of color. CAOs, deans, human resources directors, campus department chairs and faculty involved with recruiting and retention efforts have been invited to this event. It will be held at the World Trade Center in downtown St. Paul. Caroline Turner, Professor of Educational Leadership and Policy Studies at Arizona State University, will be facilitating this event.

Institute on Service-Learning and Campus-Community Collaboration (May 2-3, 2002)

Conference Sponsors: CTL and Minnesota Campus Compact
Radisson St. Cloud, St. Cloud, MN
Contact Person: Brenda Lyseng brenda.lyseng@so.mnscu.edu

MITSS Summer Institute (June 9-14, 2002)

We will be sending a letter to presidents, inviting them to apply to send a team to this event. Teams would consist of faculty members, IT staff and other appropriate campus staff. Teams would be chosen based on the project that they propose to work on. We would then learn from these projects and expand them statewide. We would put together a set of services for faculty and campus staff such as a cyber support center, 1-800 help desk and a connection to faculty experts.
Location: a MnSCU campus TBA
Applications due late March

Center for Teaching and Learning Summer Conference – *Generations* (August 4-6, 2002)

We are waiting for approval on the conference location. Where can we cut costs? Should we cut down on the number of meals served? Move the conference out of the metro area? Cut down the number of conference days? Should we go to a location that does not charge for parking? Should we contract with local, less expensive keynotes?

Discipline Workshops / Faculty Small Grants - See handouts, and events sheet.

Brenda brought up the “credit” issue that has been raised by community college faculty that are interested in receiving credit when attending MnSCU conferences and workshops. We were told that credits have to be “in field” in order to count toward salary advancement, unless faculty received approval from human resources. But, Greg and Kathy both stated that presidents are also able to “over-ride” this “in-field” requirement and approve credit, as long as they are given the request and information before the workshop/conference. (Greg referred to page 37, #D of the MCCFA contract).

After the meeting, Brenda provided the following information: According to the current MCCFA contract, credits will be counted as in field if the college department offering the course has the same name as the assignment of the faculty member, the course title or description indicates it is intended for the faculty member's field, OR the faculty member has received written approval from the college president or designee prior to taking the course.

In essence, this gives MCCFA faculty two ways to get Education credits approved: through their president or through the system office HR department. Because there are two avenues, CTL will continue to offer credit, although we can not make any guarantees that the credits earned will be approved.

Future meetings

Friday, May 3rd, 2002 – 10am-2pm – Conference room 321 – ETC building