



MINUTES

Present: James Berg, Mike Connelly, Rex Gaskill, Judy Harris (ITV), Janet Henquinet, James Kaplan, Russell Lee, Larry Litecky, Chuck Lyons, Brenda Lyseng, Jack Miller, Lynda Milne, Gayle Plank (ITV), Stewart Ross (ITV), James Pehler, Lori Schroeder, Carol Steimer Bailey, Keith Stover (ITV), Karen Thoms

Guest: Linda Baer, Sr. Vice Chancellor

Absent with Notice: Deena Allen, Jeanette Daines, John O'Brien, Larry Oveson

Minutes by: Sue Martinez
(? denotes action item)

I. Minutes from 1/24/03 were approved.

II. Introductions

A. Mike Connelly – Saint Paul College

Mike is a new member of the steering committee. He's been a sheet metal instructor since 1986.

B. Carol Steimer Bailey – Hennepin Technical College

Carol is the new faculty development coordinator in CTL. She teaches multimedia production and has also been involved in SEED. Her position is 75% funded by Perkins (federal money for career/technical education).

C. Sue Martinez is the new administrative assistant in CTL.

III. Action Item Update: Sub-committee met and approved working w/CORD on survey.

IV. CTL Operations and Programs Report

A. Realizing Student Potential Conference 2/27/03

1. Information about conference

There were 937 attendees from many campuses. It cost less than \$32 per attendee. This was a model conference, planned on a day that faculty didn't have to teach. Presentations, readings, and photos have been posted on our website. Notes from discipline workshops will also be on website. We are working on compiling 200+ evaluations.

2. Reflections from faculty that attended that are also in steering committee

Mike Connelly:

This is the 1st time Chancellor spoke to large group. Enjoyed local speakers, felt pride. It was good to share at discipline workshops the industry trends and common problems.

Carol Steimer Bailey:

New instructors need this. Don't lose discipline workshops. It's the one time faculty can talk to each other.

3. Comments and Ideas

Kaplan – Next step: grant funding from outside agencies.

Harris – We could set a date when outstate faculty don't have classes either.

Litecky – We need strategic discussion.

Steimer Bailey – We could get ideas from good groups to the less functioning groups.

Ross – Discipline groups should meet in beginning of day.

? Pull together stats, formal report, graphs.

B. Discipline Workshops

1. CTL offers support to discipline groups. They can register online and can use CTL folders.
2. St. Cloud Times had article about our discipline workshop.

? Try to get an article in *Performance*.

3. Recently held discipline workshops

Speech & Communication – “Service Learning & Global Engagement”
1-1/2 days, 30+ people, 2-year and 4-year colleges

Counseling – “Retention of Students”
60 people, mostly 2-year colleges

Interdisciplinary by Social Sciences “Classroom Community Connections”
70 people, brochure was mailed to 1000.

4. Upcoming discipline workshops

Library, Computer Systems, Allied Health, Math, Nursing

(We're transitioning Brenda out by having other staff attend these workshops.)

C. Recent Campus Visits

We're trying to include CAO to see how to better serve the campus.

1. ITV campus visit with Mesabi - Virginia/Evelyn on grant writing
2. South Central – Mankato/Faribault on grant writing
3. Riverland – Austin/Albert Lea on efolio in the classroom
4. St. Cloud State on grant writing

D. Grant Applications

Four teams will be reviewing grant applications April 7-11. We received 52 proposals.

1. Bush Learning that Lasts
We have \$400,000 available. It can be carried forward to next year. Proposals total \$390,000.
2. Instructional Development
We have \$50,000 available. Proposals total \$70,000.
3. Comments

Kaplan – Steering committee should encourage colleagues to apply for grants.

- ? Put on July (summer) agenda to brainstorm how to get more applications.
- ? Discuss how to better promote.

E. Weekend Seminars

Cost per person \$80-\$125, 170 attendees projected over academic year, well-known facilitators. We have very high returns on evaluations and comments are very positive.
Thoms – Has been to all 3 weekend seminars. Very good quality programs.
Upcoming: Summer Seminars on Thursdays

F. Learning by Doing

Jim Berg submitted final report to Bush Foundation in February. Narrative is on website. We hired a professional writer to compile a publication from point of view of instructors and students. This will also be on web.

G. Active Learning Advocates

New round of applications is due April 1. We're expecting at least 10.

H. ITeach Conference with OIT

1. Dick Johnson and Brenda Lyseng are leads.
2. Vice Chancellors will hold Town Meeting.
3. David Brown is keynote speaker – "Technology on low budget and no time".

I. efolio Minnesota Summer Project Specialist Opportunity

We plan for 20 faculty grants of \$1250 each to develop electronic portfolio projects.

V. Other

- A. Lynda Milne thanked Keith Stover, Larry Litecky, Judy Harris for their recent advocacy of CTL.
- B. Summer Institute (June 7-11) by The Collaboration
"Improving Student Learning through Institutional Change"
- C. St. Cloud State will have workshop day April 2. Program distributed to committee.
- D. Russ Lee presented at Mankato and Riverland.

Lunch

VI. Faculty Development Surveys

- A. CORD has been contracted to conduct surveys. They have done similar ones in Texas, North Carolina, and Colorado. There will be 2 surveys: one for faculty, one for administrators.
- B. We discussed using incentives to encourage people to fill out survey.
Campus Leaders could send out cover letter to faculty requesting participation.
CAOs could send out cover letter for the administrator survey.
- C. We discussed specific questions in the survey, wording, etc.
? Please email Lynda with your comments about the survey by end of the week. - *Everyone*

VII. AY04 Budget Concerns

Sr. Vice Chancellor Linda Baer spoke to steering committee about next year's budget.

Next Meeting: Wednesday, May 7, 2003, 10am-2pm, Room 304, ETC building, St. Paul