

**MnSCU Center for Teaching and Learning
Steering Committee
Meeting May 2, 2001**

Minutes

PRESENT: Gretchen Dorn, Jane Miller, Kathryn Kelley, Brenda Lyseng, Jerry Noland, Jim Berg, Diane Pearson, Jack Miller, Jeanette Daines, John O'Brien, James Kaplan, James Pehler, Karen Thoms, Deena Allen, Kathy Nelson, Chuck Lyons, and Debra Japp

ABSENT: Jerry Johnson, Gayle Plank, Jeanette Rydberg, Ed Schones, Larry Oveson, Lynda Milne Russell Lee, David Laverny-Rafter

MINUTES: Nicole Larson

Review Minutes from previous meeting

Budget

Does anyone have any comments about or proposals for the FY2002 budget?

Deena Allen discussed the need for Academic and Student Affairs to find \$355,000 in order to cover salary increases for next year. For FY 2001, Academic and Student Affairs received 1 million dollars from the chancellor's initiative fund. CTL needs \$850,000 base dollars to operate. May have to give up \$50,000 of CTL budget to help cover the \$355,000 needed for salary increases. House passed a bill mandating a reduction in budgets. There is also a mandate for the system office to be re-organized by February 2002. The Fire Center Staff also do faculty development – that budget is close to a million dollars. That department is also a “target” – are they dispensable? In regards to the Licensure Department – could they charge campuses for the services they provide? Expenses have gone up and Accounting practices have changed (ie: when paying stipends, we now need to pay for the employer contribution of FICA and benefits – 15% increase). Jeanette Daines said planning practices are really affected when you do not know what will happen with the budget. You are unsure about committing funds because you are not sure what the budget is/will be. Legislature is leaning toward “reducing” the System Office. Jim Kaplan mentioned, in “uncertain times,” it can lead you to spend inefficiently. He also asked, should we charge for our services? Would that increase attendance/appreciation? Campuses would be spending their money, so they would want to take advantage of it. Deena stated that the money we need to offer up to go towards the \$355,000 comes out of next year's base budget – cannot use unspent monies from this year. Unspent funds will go back into a general fund and then we need to make a case to get it back as carry forward. Regarding fee for services – would it be voluntary or mandatory? Brenda Lyseng asked, do our conference registration fees help our budget situation – where does that revenue go? Jeanette stated she was told that transferring money for conference registration fees is considered a reduction in expenses, where as cash/check is considered revenue. Deena feels that the CTL is under-funded – CTL offers faculty development activities statewide. To attract more participants, should we charge a reduced fee for teams attending our conferences? Should we charge campuses a fee and list all of the services they receive? It was mentioned that we could cut one regional conference and have one instead of two. There would still be the other faculty development conferences such as I-Teach and Global Ed that are available to faculty. Should we do a survey of relevant agencies regarding their policies on fee for service? Should we craft a letter to each institution stating how many LBD grants faculty on their campus received, how many of their faculty attended CTL conferences etc.? We should show campuses what they are getting from CTL and how much money is spent on faculty. Chancellor McCormick expressed a need for a fact book – could we incorporate CTL data into that document? At the Board of Trustees' meetings, we need to provide data about faculty attendance at CTL conferences, LBD grants awarded to faculty, etc.

? Action items for CTL:

Create fact sheet letters and send to campus presidents and CAOs.

Brainstorm about what other strategies we can use to make the benefits of CTL more visible to the board.

Kathryn Kelley suggested that we hire a marketing consultant to come in and show us marketing strategies. Could we hire someone from one of our own campuses? Should we put an article in the MnSCU Performance Newsletter? For the Spring 2001 issue, Jim Berg wrote an article about Learning by Doing projects. And they may do a special edition next year, highlighting Learning by Doing. Jeanette said we need to recognize our own potential and need to see the benefits of being a system. Diane Pearson stated that many might not understand that local faculty development results from the CTL faculty development. CTL leader workshops help develop CTL Leaders' efforts on campuses. Brenda visited Mn West - Canby Campus and learned that they have had a 50% turnover in faculty in 2 years (20 faculty). New faculty are sent to the University of Minnesota to attend the 5 TES sequence classes. Why isn't MnSCU teaching these classes for our new faculty?

Chancellor McCormick plans to talk to Program Directors in the System Office – we need to make sure that CTL is on the top of the list. The Chancellor is hearing about the separation between the System Office and campuses and that MnSCU is not considered a whole unit.

Transfer Curriculum

Kathy Nelson stated that at the President's meeting on May 1st, they talked about Transfer Curriculum with CAOs and deans. What role might CTL play in that? Could we expand discipline workshops to cover transfer issues? The Board wants to see a work-plan – what the actions and results are.

What are the issues surrounding Transfer Curriculum?

? Some State Universities do not acknowledge that they teach it or accept it.

? What about partial completion of Transfer Curriculum?

? Technical Colleges are offering more general education courses; there is confusion about whether or not they are college level courses.

MnSCU needs to challenge the myths about transfers – need to have facts to back it up.

It is to the CTL's advantage to link ourselves to the important upcoming needs of MnSCU.

CTL Updates

| CTL Coordinator search

Roseanna Ross from St. Cloud State University has accepted the position and starts on August 20, 2001.

Jane will follow up and clarify with the campus regarding salary because the dean was under the impression that CTL would not pay for Roseanna's salary.

| Small Grants

CTL received 15 small grant proposals and will be funding 8 of them for a total of \$26,228.50

There were 4 reviewers who received training before evaluating the proposals.

| Discipline workshops

CTL received 7 Discipline workshop proposals and will be funding 5 of them. Brenda has heard that some faculty do not want to do coordinate workshops again because it is too much work. How can we make it easier? Could there be a day when no classes are scheduled? Should we send letters to deans notifying them of the funding available for discipline workshops? Should we have a training session for faculty on how to plan a discipline workshop? Should we put some framework around the topics and to see the impact of these activities? We need to have more discipline workshops and need to show their impact. Should we ask for matching funds? Show willingness to deal with important issues, but it will cost.

! Learning by Doing

Summer evaluation forum will be on July 31st, 2001 at the Hotel Sofitel in Bloomington (see handout).
Jim wrote an article in the MnSCU Performance newsletter about LBD projects.

! Kellogg

Final event and celebration will be May 16-17, 2001 at the World Trade Center in St. Paul (see handout).

! Conferences and workshops

CTL Leaders' workshop, April 5-6, 2001 at Ruttger's had 60 attendees

Regional Conference, April 12-13, 2001 in Duluth had 220 attendees

I-Teach Conference, April 19-21 at MCTC had 215 attendees

Discipline workshops over the past 3 weeks in April had 350 attendees

Lorrie Fox, CTL Campus Leader at Lake Superior College, organized 40 faculty members for a faculty development day on May 5, 2001. They are going to develop a faculty to faculty mentoring program.

Conferences allow the opportunity to visit other campuses and give faculty new ideas for what they can do instructionally – appreciate other campuses.

Chancellor Mc.Cormick cannot attend the CTL Summer Conference August 1-4, 2001. Should we have him speak via live ITV, or have him speak via video tape?

Future Meetings

September 20th, 2001 from 10am-2pm in Conference Room 304 at the ETC Building in St. Paul

November 9th, 2001 from 10am-2pm in Conference Room 321 at the ETC Building in St. Paul