

**MnSCU Center for Teaching and Learning
Steering Committee Meeting
May 3, 2002**

Minutes

PRESENT: Deena Allen, Jim Berg, Gretchen Dorn, Rex Gaskill, Debra Japp, James Kaplan, Russell Lee, Chuck Lyons, Jack Miller, Lynda Milne, Jerry Noland, John O'Brien, Lori Schroeder, Karen Thoms

ABSENT: Jeanette Daines, Judy Harris, Brenda Lyseng, Kathleen Nelson, Larry Oveson, Diane Pearson, James Pehler, Gayle Plank, Edward Schones, Colleen Thompson

MINUTES: Nicole Larson

Review Minutes From Previous Meeting

Minutes approved.

Additions to the agenda

E-portfolio – we should add to upcoming events as a future programming idea

Member Business

New members are Rex Gaskill, Dean of Liberal Arts at Normandale Community College and Judy Harris, Interim Vice President of Academic Affairs at Rochester Community and Technical College.

? We still need 1 MSCF member to replace Jeanette Rydberg. Lynda will check with Larry Oveson to see if he has selected anyone yet. Does anyone have any recommendations? Suggestions: Josephine Books, Ed Gander, Paul Nelson, Arlynn Wolfe and someone from Fond du Lac Tribal and Community College.

? We also need 2 IFO members. Suggestions: Gary Eddy and Nancy Wick. Should we be strategic with whom we chose, and select someone from a campus that has not been active with the CTL (e.g.: Mankato)? Janet Henquinet has expressed interest in being on the committee. Lynda will give these suggestions to the union presidents.

? What should we do with the seat held by President Colleen Thompson? She has not been able to attend any of this year's meetings, but is interested in being on the committee. Let's work out the dates for next year, and get those dates to her to see if she will be able to attend.

Summer and Fall Meeting Dates:

- Wednesday, July 10, 2002 – 10 a.m. to 2 p.m. – ETC building, room 304
- Thursday, September 12, 2002 – 10 a.m. to 2 p.m. – ETC building, room 321
- Wednesday, November 6, 2002 – 2 p.m. to 6 p.m. – Bemidji State University (it was suggested that we meet the day before the CTL fall conference which is being held at Bemidji State University, November 7-8, 2002)

Action Item Update – Follow-up on March Meeting Action Items

- “Could CTL develop online learning/training modules as a resource to faculty?” We are following up on this suggestion.
- “It was decided that the campus CTL leaders will work on a strategic plan for the CTL at the April 2002 leaders’ workshop.” The CTL leaders worked on this at the spring workshop, with the help of Chuck Lyons and Brian Boettcher (Mn State University, Mankato).
- “It was moved and seconded that Lynda redraft the CAO ‘checklist for selection and responsibilities of campus CTL leaders’ memo...” Lynda asked the committee to give her a deadline for when this action item should be completed.
? It was moved and seconded that Lynda redraft the CAO “checklist for selection and responsibilities of campus CTL leaders” memo, by June 1, 2002. **Motion carried**
- “We need to look at the CAO and dean lists, invite and fill the 2 open spots.” Seats have been filled by Rex Gaskill and Judy Harris.

Are we still going to send a letter and gift to Jane Miller to thank and recognize her service and accomplishments? What shall the gift be? Ideas were: plaque, rose bush, calligraphy item, name a star after her.

? The committee recommended that Lynda decide on a gift under \$100. In the letter for Jane, Lynda would like to itemize some of Jane’s accomplishments. Before the end of today’s meeting, committee members please submit an item for the letter.

? We still need to formalize a process for when members leave the CTL Steering Committee. Should we send a letter to the departing committee member’s campus president?

? Lynda will draft a letter to union presidents regarding the terms ending in 2002, asking to either re-appoint or select new members. In the future, the letter will be sent out in June for appointments that expire in September, and in October for appointments that expire in January.

It was suggested that at the CTL fall conference, committee members discuss what the CTL Steering Committee is, what it does, how decisions are made etc. We could also have a panel of committee members answering questions.

System News

Results of the presidents’ survey are in. Out of the 30 presidents that responded, 10 recommended that the Office of the Chancellor CTL office be eliminated, they ask that this function be delegated to campuses and feel that it does not need to be centralized. 7 presidents believe that it is necessary to have a centralized unit, and 13 responded that it should be a centralized unit, but needs to be transformed. We do not know which presidents responded, or how certain presidents responded. It was suggested that maybe we need to increase our publicity and attempt to get more grants from outside sources. We have been trying to work with the Public Affairs Department, but they have not been able to serve our needs. Are we able to by-pass the Public Affairs Office?

What we communicate is very important. Presidents may have seen this as an easy way to regain funds on their campuses. There is a disconnection between what faculty are gaining, and what their presidents are seeing. We need to change what we do to increase impact on campuses. How can we show the system that we are worth the budget we are allocated? Presidents tend to mistrust what MnSCU does; it is money “they” ought to have on “their” campus. Should we personally invite each president to our conferences? We need to show that we are not just spending money, but are also leveraging more money to be sent back to campuses. Thus far, we have had approximately 900 faculty and staff attend our conferences. Has there been an affect on campuses? Should we survey our campus CTL leaders asking them what CTL can do to increase the impact on MnSCU campuses?

Strategic Planning Reports

Discussed the “Strategic Directions Review: CTL Staff” handout. Need to add the following items to the “Challenges” section:

- Perception that teaching on MnSCU campuses is okay
- Perception that faculty who get involved in professional development are those that don’t need it
- Need to address dynamically changing world of Teaching and Learning: technology, e.g.
- Economic pressure for quick results, delivery efficiencies
- Unequal campus support for faculty development
- Unclear direction, processes regarding professional development budgets

Should we ask that CTL leaders have more control over campus professional development funds? Some campuses have money that just sits there, unspent.

We should start using the listserv to discuss CTL issues. Should the listserv be a “closed list?” If other staff want to join, we could create a separate listserv. It was decided that the CTL Steering Committee listserv will be a “closed list.”

We need to come up with a new process for how campus CTL leader budgets and stipends are paid. Instead of transferring \$500 faculty development budgets to campuses at the end of each academic year, we will now send the money at the beginning of each academic year. And, if a campus CTL leader does not perform his/her required duties, s/he will not receive a budget the following academic year. But, if there is a change in CTL leaders during this time, we will not withhold the next year’s budget from the new leader. In CTL leader final reports, leaders should report how much of the \$500 budget they spent throughout the year. We will not request unspent monies to be transferred back to the Office of the Chancellor CTL office.

Currently, there are 3 options for campus CTL leaders in how they spend their \$1,000 stipend: add stipend to personal paycheck, transfer to campus along with the \$500 budget, or setup a professional development account with the Office of the Chancellor CTL office. We would like to remove the third option from the list, and only offer the 1st two options. Committee did not object to these changes.

Looking back at the “Strategic Directions Review” handout, are these the “right” programs that we should be spending time and resources on? If the CTL office is eliminated, will it “water down” the quality of faculty development? We need multiple sources of input before making decisions, and we need to talk to the staff that will be affected.

Should we add to the campus CTL leader duties that they keep presidents informed about CTL activities? How can we show that we have made a difference? Should we survey the faculty that have participated in CTL events, asking them if CTL activities have made a difference? Should we attempt to collect data from students?

Discussed the “Strategic Planning Outcomes: CTL Leaders’ Workshop” handout.

Group A: Seminars and Conferences

- Campus workshops – can a centralized CTL office help with this effort?
- Pre-approval of lane/step movement – we need to wait for the new MSCF contract
- Student research conferences in conjunction with discipline workshops – need to assess how CTL events affect student learning

Group B: Faculty Development Grants

- We should change the name of Faculty Small Grants to CTL grants or Teaching and Learning grants.
- Should we start offering faculty development grants? Currently, we do not have money allocated for that type of grant. If we did offer this, we would need to be very clear on what appropriate grants would be. They should be competitive grants with an institutional or departmental focus with an evaluation plan.

Group C: Special Initiatives

- Should we develop and implement an online survey? We need to ask administrators as well, and compare the data.
? It was agreed that yes, we should do a survey and the survey will ask for content areas that faculty want addressed in faculty development activities.

How can we raise the visibility of the CTL Steering Committee? Do we need to go beyond faculty? Should we create an ad-hoc group to talk to administrators?

? By the next Steering Committee Meeting (July 10, 2002), Lynda will develop an action plan for getting multiple sources of input.

When faculty development coordinators visit a campus, should they make arrangements to meet with administration as well? Should the faculty development coordinator positions continue to rotate every three years, or should they become “administrative” “permanent” positions?

FY03 Budget Request

Should we allocate more money for discipline workshops? Since many campuses have large “pots” of faculty development dollars just “sitting on” their campus, faculty should request to be reimbursed for travel costs from those accounts, instead of the Office of the Chancellor CTL office.

? On the listserv, shall we discuss reallocating money within the CTL budget?

Bush Grant Update

The Bush Foundation site visit is scheduled for May 14, 2002 at the World Trade Center in St. Paul. The Bush Foundation will make funding decisions at their July board meeting.

In Spring 2000 and Spring 2002, random samples of 1000 MnSCU faculty were surveyed.

One question on the survey asked faculty, “Which of the following supports would be effective in helping you enhance your active learning teaching skills?” The top 4 responses were release time, followed by peer consultation, sabbaticals, and greater administrative support for the existing CTLs on campus.

Programs report: Events March – May

Reviewed “Programs report...” and accompanying handouts.

Brenda has been following up with Jeff Haebig, one of the keynote speakers from the CTL Spring Regional Conference. At the conference, attendees recorded their questions, and Mr. Haebig’s responses are now posted on our website. After seeing Mr. Haebig at the conference, St. Cloud State University now would like to bring him to their campus to speak to faculty.

Programs report: Upcoming Events

MITSS (MnSCU Instructional Technology Support Services) Summer Institute

June 9 – 14, 2002 – St. Cloud State University

Contact Person: Lynda Milne 651-649-5741 lynda.milne@so.mnscu.edu

Orientation for New Campus CTL Leaders

September 13, 2002 – Center for Teaching and Learning, St. Paul

Open to new Campus CTL Leaders

Contact Person: Lynda Milne lynda.milne@so.mnscu.edu

CTL Weekend Seminars

September 28, 2002 – Location TBA

November 2, 2002 – Location TBA

Day-long intensive seminars on teaching and learning issues.

Topics to include how people learn and assessing student learning.

Contact Person: James Berg, james.berg@so.mnscu.edu

New Faculty Workshop

October 12, 2002 – Metro Area Location

Open to new MnSCU Faculty

Contact Person: Lynda Milne lynda.milne@so.mnscu.edu

MnSCU Campus CTL Leaders' Fall Workshop

October 24 - 25, 2002 – Ruttger's Resort, Brainerd, MN

Open to Campus CTL Leaders

Contact Person: Lynda Milne lynda.milne@so.mnscu.edu

CTL Fall Regional Conference – Teaching & Learning in the Information Age: Possibilities, Strategies & Outcomes

November 7-8, 2002 – Bemidji State University, Bemidji, MN

Contact person: Lori Schroeder 651-649-5745 lori.schroeder@so.mnscu.edu

Next Meeting

Wednesday, July 10, 2002 – 10 a.m. to 2 p.m. – ETC building, room 304