

**Minnesota State Colleges and Universities  
Center for Teaching and Learning  
Steering Committee**

May 3, 2007  
Office of the Chancellor, Board Room B 4<sup>th</sup> Floor  
30 7<sup>th</sup> St. E., St. Paul

**Minutes**

**PRESENT:** Deena Allen, Josephine Books, Kathi Hiyane-Brown, Louise Hoxworth, Karen LaPlant (ITV), Larry Litecky, Lynda Milne, Sharon Oliver, Stewart Ross, Yvonne Shafer, Martin Springborg, Cathy Summa, Thomas Wortman, Zala Fashant

**ABSENT WITH NOTICE:** Cheryl Avenel-Navara, Jim Berg, Frankie Condon, Raymond Lou, Kathryn Kelley, Tim Kroeger, Russ Lee, Doug Thompson

**MINUTES:** DeeGee Frenzel, Cathy Summa, and Lynda Milne

(▶ denotes action item)

**9:10am Meeting Called to Order** Lynda Milne called the meeting to order

**1. Minutes and Review of Agenda**

Quorum was not met but decision was made to conduct business as usual by consensus. Minutes from the March 26 meeting were approved.

**2. Review of Agenda**

**3. Member Appointments for Next Year**

Frankie Condon is leaving St. Cloud State University and CTL and taking a position at the University of Nebraska. Kathi Hiyane-Brown is going to Bellingham, Washington to Whatcom Community College. Larry Lundblad, president of Central Lakes College, & Ann Valentine, president of Minnesota State Community & Technical College, will be the new presidential committee members. Stewart Ross will be departing the committee after two terms of service since 2002. He is also celebrating 30 years as a faculty member. Sharon Oliver will be leaving the committee after a 3-year term. Larry Oveson is also leaving the MSCF presidency at the end of June; Greg Mulcahy is president-elect. Farewells will be scheduled for the June meeting.

The schedule for the June meeting was discussed. Lynda Milne offered the option of having the meeting at a different time, but consensus arrived at to hold the dinner meeting as it has been held since 2004. Lynda will prepare a tentative calendar for AY07-08 meeting dates for review at June's meeting and it will be revisited in September with new members.

#### **4. CTL 2008 Work Plan Draft**

In a discussion of the draft work plan developed out of the committee's March retreat and subsequent meetings among staff, the group noted that the plan incorporates service-learning and serving diverse learners more than it ever has. A future focus on faculty service requirements may support faculty in areas of academic advising and give them more information on how to do that wisely. ►Committee suggested that references to diversity say "students from underserved and marginalized groups, particularly students of color."

Lynda pointed out that in the retreat and staff meetings, several difficulties and questions regarding the Leaders programs were discussed. Over the last five years, CTL's focus in the program is on creating stronger, better faculty development leaders on campuses. Over that time, annual reporting and the survey on campus resources for faculty development have highlighted how Leaders are making a difference on the campuses. At many campuses, there have been significant gains in faculty development programs and resources. At others, CTL is still the main source of support. The next step is to make real and more uniform gains in campus support for faculty development. Tom Wortman mentioned that we could take some things out of the Leaders program, and ensure that the program focuses on strategic directions and core values. CTL needs to analyze the campus faculty development outcomes as reflected in annual reports. What are the right measures and are campuses and Leaders performing to them? Lynda discussed how Leaders themselves at the annual workshops, and some CAOs in making leader appointments, are reflecting a real divergence in the levels of professional faculty development on campus, the support for it, and the need for different kinds of support from CTL. Kathi Hiyane-Brown suggested rather than having faculty stipends as awards to CTL Leaders, send faculty to a teacher workshop somewhere. Stewart Ross mentioned the effectiveness of a \$20,000 grant to send faculty to workshop. It's President's strategic money at Mankato. Twelve faculty to attend collaboration conference and RSP/Iteach conference with all expenses paid and \$1,000 stipend if they publish a book.

#### **4.1 Draft Initiative Requests**

Draft of four different initiative requests were discussed.

**Developmental education:** Initiative to Increase Success in Developmental Courses. We don't have money in CTL base budget for grants. We are still lacking Bush funding. We have had to write initiative requests. This request at \$320,000 is much higher than the \$50K and \$100K requests of FY06 and FY07. In developmental ed, it would allow for one \$10,000 grant at each institution. Tom explained that the grants would encourage faculty to find ways to improve outcomes (e.g., increase the pass rate) in developmental courses. Faculty can come up with projects on their own. We leave it up to the people that apply for the money to determine what is best.

#### **4.2 STEM Majors**

As with developmental education, this initiative focuses on supporting faculty projects that would increase the numbers of students succeeding in STEM courses (and so eventually

graduating in STEM fields). The initiative is intended to support collaborative efforts of faculty members at colleges and universities.

### **4.3 Faculty Awards**

Funding for the BOT Awards and for administration of the awards for excellence and other competitive compensation programs have no regular budget line yet established, so an initiative request is being submitted. In response to questions about the amount of the request (\$80,000 for staff; \$50,000 for awards and event), Zala Fashant reported that each of the 3 faculty recipients of the BOT award received \$5,000. About 250 people attended the event which made the cost around \$45 a person for the event—a total of \$22,000. Larry Litecky said that it was a terrific event that did what the committee had sought when it proposed the award: honor faculty and teaching at the highest levels of the system. Lynda Milne expressed that it was very rewarding to hear board chair, David Paskach, at the April 18 board meeting, very excited about how the event highlighted faculty. Paskach noted that this was something that should have been done a long time ago. Josephine Books shared that she felt it was well organized and money was well spent. Stewart Ross expressed that it was too late to determine how good or bad because of the lateness of the call. The initiative proposal needs to get an endorsement or its based on the staffing that CTL has now. Once the budget dust settles, if again CTL is expected to administer a 12-million-dollar program involving hundreds of projects, it needs staff. These draft initiative requests were put together quickly. Cathy Summa expressed that IFO will not support the staffing request. Kathi Hiyane-Brown asked how decisions are made about these initiatives, and Larry Litecky spoke about the timing and how the cabinet and leadership council have yet to review what areas are mandated by the legislature and what amounts are set aside for the board's priorities.

### **4.4 Credentialing**

Continuation of the funding for the .6 teaching and learning course coordinator position from 2007 (presently filled by Anita Olson). Promotes and measures high-quality learning programs and services. Changes in the board policy for teaching increase the quality of the program.

## **5. Faculty Development Survey 2007**

Linda asked committee if they have any recommendations for change in the biennial faculty development survey. ►Lynda will bring the draft survey to meet and confer and would like IFO to endorse it. The committee offered no suggestions for change in this survey. Cathy Summa suggested and Lynda Milne agreed that before we send it out to write a few sentences as to what we want Leaders to say to encourage faculty to participate--maybe give some draft language to the Leaders to do with what they want. The survey administrators, the OERG research group at MSU, Mankato, has new software and it's much better than before, enabling better branching and skip patterns. Respondents will only see the questions pertaining to them (by institutional type, interests, etc.). The biggest challenge will be to get the five campus-specific questions from each leader/CAO. Martin Springborg said that the

five questions were brought up at the recent Leaders workshop. Zala said that we are going to finalize it and send it to them as well as questions they did five years ago. Cathy Summa expressed that repetition is sometimes good. ►Lynda wants the Steering Committee to be pilot survey takers, and will send the pre-release survey to members.

#### **5b. University Faculty Coordinator –Temporary reassignment position**

►Lynda pointed out that this position has remained open and unfilled since last summer, and asks members to forward this on to people on their campuses who might be interested.

#### **5c. Realizing Student Potential/ITeach**

Zala expressed good news has come out of all the anguish of cancellation. CTL got a lot of good ideas from quick survey of presenters and registrants. RSP/ITeach is being held as a Web conference and is scheduled for June 11-15. New event was placed on the front the CTL Web site page. It will be a D2L tech conference and anyone will be able to use their regular campus D2L login to get into the conference. They will have the ability to chat live. Elluminate will do live video conferencing for free. Sharon Oliver expressed the concern to have training because she wants people to feel comfortable with the software. Zala confirmed that there will be a demo and ctl staff will be trained. Zala notes that this is not to replace the RSP conference but it's an additional way to provide a service in lieu of the cancelled event, and to give faculty an opportunity to experiment with online presentations.

#### **5d. Discipline Workshops for Fall**

Martin noted that CTL hasn't traditionally offered funding for summer workshops, but nursing faculty will do one in August. Martin and Yvonne Shafer are working with lead planners for fall 2007 workshops, making modifications in budgets and ensuring plans for broad-based participation. The work plan reflects doing more with discipline workshop funding, including changing the name of the program from CTL Discipline Workshops to CTL Workshops. This will reflect the increase in interdisciplinary workshop topics. For example, CTL worked with the Understanding China group this past year and they want to continue the topic. They are interested in holding four mini-workshops in four different months in four different regions. It will become easier for participants to attend and broadcast live. Lynda noted that discipline workshop funds have been under-spent for many years and she is not sure why. Yvonne said that the workshops that they have been attending have been very well attended and are produced very well. Yvonne noted that she learned at the recent math discipline workshop in Duluth that the June 2007 Math National Conference was moved to Minneapolis because of Katrina. Josephine Books reminded the group the the NAFSA (association of international education specialists) conference would also be in Minneapolis. She encouraged representatives from CTL and the Office of the Chancellor to attend to learn more about what study abroad looks like; our colleges are not doing enough in global education.

### **5e. Campus Leaders**

Lynda asked, given the earlier discussion and suggestions about Leaders, that the committee might begin to consider and discuss some real changes in the Leaders program after next year. Perhaps CTL should act more as a support for bringing together leaders statewide, and providing some resources for fostering new leaders, but only where matched by campus resources.

Should we even continue to have a Leaders program? The committee also discussed if the Leaders program was cancelled the money for stipends and the programming money could be used for professional development opportunities.

Lynda explained that each campus makes the decision on how to select their Leaders that represent their campuses. Some campuses are not engaged enough to select Leaders. In exchange to become a Leader a \$1500 stipend is given to each campus as well as a programming budget. If you have co Leaders you would split the \$1500. The Leader would have to attend 1 of the 2 workshops along with submitting an annual report. Lynda feels that the process is not optimal and not improving, and general conversation went on about the future and the structure of the Leaders program. Several ideas were discussed. Sharon felt it was important not to reward either CAO or Leader if the money is not being used well. ► The committee decided to do some more brainstorming on this topic next year.

Josephine Books expressed concern and wanted to know if we could get some input from faculty from the colleges and universities and also get more of an idea of what the committee thinks about the idea. Cathy Summa also expressed that while you look at maybe revising the Leaders program there will be a great need to get the committee's opinion. Lynda suggested to bring this brainstorming about the future of the Leaders program up in June's meeting. Stewart Ross feels that we need to send people to the campuses and explain to people how the Leaders program works. Lynda said that there is a call for sessions at the CAO meeting next month and she might do a session on Leaders there.

### **5f. Grant Updates**

Tom described a busy grant review season, having just finished two rounds of grants. The instructional development grant program, "Faculty collaborations to improve college readiness," received 22 applications and funded 10 projects for a total of \$100,000. The Designed For Learning (course redesign) program identified three certain projects to be funded with up to four more after individualized support.

### **5g. Awards for Excellence/IPESL**

<http://awardsforexcellence.project.mscu.edu> and <http://ipesl.project.mnscu.edu>; look under **Reporting** tab. From any computer within the system, one can now select and review reports by institution (and then by individuals) or across the entire system. This reporting mechanism is going to be a real gem of information about completed (and even in-progress) projects. We are able to share information across the system, and soon, to analyze and

report a great deal about the aggregate outcomes of these projects. Final IPESL reports will not be submitted until October 31, but interim reports are online. Hundreds of College Faculty Awards for Excellence reports are already on file and reviewable.

### **5g. Core Outcomes Study**

Project will be complete at the end of this academic year. Lynda said that the core outcome study is one of the best single products from CTL. Stacy Wells and Julia Curtiss have been working with colleges and universities to compile the data on these. The Web site is <http://coreoutcomes.project.mnscu.edu>. Stacy discussed a table of seven common student learning objectives, and many more individually described outcomes. All but four institutions responded. Lynda said that the Web site will live long after the project ends this summer, and should be of use to several groups around the system. A few colleges have said that the questions illustrated that they have work to do because they haven't previously addressed the question of institutional outcomes. This information will be helpful for them to move forward. Lynda asked the committee as to where they think this information needs to go. Stewart thought that institutions working on HLC accreditation or AQIP would want to review it. Cathy Summa said that as a faculty member, she will find the information useful for finding out which campuses she wants to enter into collaborations with. She also said that the Board of Trustees needs to be educated about this and feels that they should write a letter of recommendation to Linda Baer about the study.

### **2:00pm Meeting Adjourned**

- DeeGee Frenzel, Cathy Summa, and Lynda Milne