

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

May 6, 2004

**Office of the Chancellor, 304 ETC Building, St. Paul
Minutes**

Present: Deena Allen, Cheryl Avenel-Navara (ITV), Michael Berndt, Mike Connelly, Rex Gaskill, Janet Henquinet, Debra Japp, James Kaplan, Russ Lee, Larry Litecky, Chuck Lyons, John O'Brien, Stewart Ross, Keith Stover, Karen Thoms

Absent with Notice: Jim Berg, Ray Lou, Larry Oveson

Staff: Carol Steimer Bailey, Sherri Melvie, Lynda Milne, Lori Schroeder

Lynda Milne called the meeting to order at 9:05 AM.

Minutes from March 9, 2004

Minutes from the previous meeting were reviewed. Members expressed preference for a summary rather than a detailed transcript; move passage, Lyons; second by Thoms. Passed.

Agenda reviewed:

Moved acceptance of agenda, Lyons; second by Thoms. Passed.

Member Business:

Vacant Appointments Update:

Milne announced that Ray Lou, Provost at Southwest Minnesota State University, has accepted our invitation to join the CTL Steering Committee and plans to join us at our next meeting. Still other vacancies, so keep working on other suggestions.

Next Meeting:

Originally scheduled for July 9, 9:00-1:00; **RESCHEDULED TO: June 24, 4:00-7:00 PM at Saint Paul College** in conjunction with the CTL Summer Seminar to be held there earlier in the day.

Fall 2004-Spring 2005 Meeting Dates: (moved Item 9. up to discuss next)

Tentatively:

~~Thu, Sep 16~~, Tue., Sep. 18, 2004, 9:00-1:00

~~Fri, Nov 12~~, Thu., Nov. 18, 2004, 9:00-1:00

Wed, Jan 26, 2005, 9:00-1:00

Thu, Mar 17, 2005, 9:00-1:00

Wed, May 4, 2005, 9:00-1:00

Thu, Jul 14, 2005, 9:00-1:00

Agreed to revise first two of these proposed dates to Tue., Sep 14, 2004 and Thu., Nov. 18, 2004.

Action Item Update:

Adjunct faculty recommendations: no response yet from Linda Baer

Staff Changes:

Jim Berg is leaving on June 30th, 2004, to take position as Dean, Liberal Arts & Sciences, at Lake Superior College.

Drafts of new positions reviewed.

Allen, Kaplan: better wording for part-time positions (Tech./Community. College).

Part-time hiring – why is it so difficult to fill positions?

Concerns: length of term, workload, salary level, master degree preferred, etc.

New event coordinator position – relieve the stresses of conference prep details – authority to make arrangements, experience with details.

Milne will incorporate committee suggestions of rewording and write up position requests and position descriptions for Baer to approve, forward to human resources.

O'Brien – stronger action by Steering Committee

Kaplan moves that Steering Committee direct Milne to take appropriate steps to fill these positions. Thoms seconds. Passed.

“Initiatives” and Activities Updates:

a. Liberal Education Campus Conversations – see draft letter of Ford Foundation letter of intent

Using questions formulated by American Association of Colleges & Universities

Those interested in current pilot project to begin conversations on general

education/liberal education: Itasca Community College, Southwest Minnesota State, Northland CC. CTL seeking similar grant.

Milne will take this to Oveson and Pehler for suggestions

Japp/Stover: these are complicated or difficult to discuss.

? 1. Milne follow up with transfer group Jerry Johnson regarding these conversations.

? 2. Japp take to Pehler and Nancy Black

b. AACC – packets handed out

Milne, Schroeder, Stover, Steimer Bailey, O'Brien presented

Faculty Development Program

Deena – Elements of a comprehensive Faculty Development Plan?

Gaskill – a CTL priority? Leadership development.

Allen – CTL doesn't have the staff/resources

System level initiative.

c. Teaching Awards – Allen

Concept of a system teaching excellence award. Contracts don't allow for it currently, but there is great enthusiasm for the idea, and don't see a problem developing and approving it – details would need to be worked out with unions.

Kaplan – significant symbol/great consideration to select awardees

d. Iteach Online Resources for Faculty

Milne demonstrated what Seward has been creating for the CTL (in conjunction with MnOnline)

Partnerships:

a. Metro Alliance – Realizing Student Potential has become synonymous with “Metro Alliance”

Greater Minnesota can feel excluded when events are in the Twin Cities.

- too busy
- expensive
- distance

How to get faculty from both Greater Minnesota and Metro to events?

1. ask leadership council to support as a state-wide/system-wide conference
2. advertise as statewide/system-wide conference (like MEA)

All discuss:

CTL Leaders encouraged to promote on campuses

CTL promotes as state-wide, system-wide

Need a state-wide staff development day

? Lyons moves that Milne talk to Baer/leadership council about establishing a single, state-wide day for faculty development with Realizing Student Potential report as supporting material. Stover seconds; passed.

b. Collaboration

Check dates.

CTL Operations and Programs Report:

a. Grants – Recipients awarded and notified. Grant money is out there! Get the word out!

b. CTL Events Dates – do follow-up e-mail with dates

c. Spring Leaders – Lori

E-folio

d. ITeach – Carol – registration process, can we get an idea of what sessions they’d like to attend? Even the numbers out so all sessions are attended equally. Not practical or customary.

System-wide Practices

Reference POD conversation.

? Henquinet: invite Larry Litecky and Active Learning Advocate Michelle Neaton from Century.

Conceptual models...to speak at next Steering Committee meeting?

Move to adjourn. Seconded.

Meeting adjourned, 1 PM.

Next meeting – June 24, 2004 AT SAINT PAUL COLLEGE, 4:00-7:00 PM

All meeting dates listed at <http://www.ctl.mnscu.edu/about/committee.html>

? denotes action item