

**MnSCU Center for Teaching and Learning
Steering Committee Meeting
June 16, 2005**

Minutes

PRESENT: Cheryl Avenal-Navara, Michael Berndt, Mike Connelly, Zala Fashant, Sue Howard, James Kaplan, Chuck Lyons, Lynda Milne, Sharon Oliver, Stewart Ross, Carol Steimer Bailey, Karen Thoms

ABSENT WITH NOTICE: Deena Allen, Nancy Black, Rex Gaskill, Janet Henquinet, Debra Japp, Russell Lee, Larry Litecky, Raymond Lou, John O'Brien, Larry Oveson, Mary Rothchild, Martin Springborg, Keith Stover

MINUTES: Mary Kne/Lynda Milne/Zala Fashant (► denotes action item)

Minutes and Review of Agenda

Minutes accepted as written

Agenda modified to include a Tegrity demonstration in Agenda Item 7e.

Agenda accepted as modified.

Tegrity demonstration

The meeting began with a demonstration of the Tegrity system by Zala Fashant. This agenda item was moved to the front so the committee could continue the meeting outside, due to beautiful weather.

Member Business

Fall IFO appointments

Several Steering Committee members terms expire this summer:

IFO: James Kaplan, Russell Lee, Stewart Ross

MSCF: Chuck Lyons

Lynda Milne recognized departing members Russ Lee and Chuck Lyons for their dedicated and active service to the Committee since 1998 and 1997, respectively. Letters of thanks and an engraved "CTL Star" memento will be delivered to each.

Lynda also shared letters written to IFO President, Nancy Black, and MSCF President, Larry Oveson, requesting that they appoint new committee members.

Current members suggested some institutions to be represented in the committee: Ridgewater, Minneapolis, or Alexandria.

CTL Staff change

The posting for the Associate Director position to replace Beth Sandell has been approved but not yet posted. It is expected to be posted next Monday, June 20, 2005.

Initiatives & Activities Update

Prospective Course Redesign Pilot

After many delays and much discussion within system and between CTL and NCAT, the possibility of a pilot was seeming doubtful: stalemate caused by budget uncertainties (\$150K for one year maximum available, with \$50K of that for NCAT; NCAT proposal for \$300K for 3

years, and additional \$200K or more needed for grants); amount of faculty dissent and opposition; uncertainty about which problems the NCAT approach would help to solve. Linda Baer talked again with trustee most familiar with NCAT work and she was persuaded to pursue. CTL is charged with continuing. Lynda Milne drafted letter to Carol Twigg, emphasizing that similar work has already been done throughout the system with prior Bush Foundation support and federal and state initiatives funding (emerging curriculum, e-learning, Minnesota Online, e.g.). Discussion now with NCAT about a one-year commitment, at half the rate, dependent on services offered (supporting CTL as project leader rather than directly supporting campuses). Hold \$100,000 for 5 projects to be done in about a year. Each project eligible for up to \$20,000, requiring a campus match. Remainder would be project management costs at CTL. NCAT has not responded, but is in discussions with CTL. Milne forwarded to them the recent MSCF Green Sheet which portrays faculty response to NCAT faculty presentations at Phoenix workshop.

Kaplan: What about grant funding for this.

Milne: Great idea, no time to do all that before beginning the project, especially with the change in staff (grants director position open). We'll have to begin to search for grant funds to sustain it once the project starts.

Wouldn't just do a replication of previous Twigg work, but what unique needs does MnSCU have that Instructional Technology can address, and how can she make an evaluation plan and reporting mechanism that would have impact.,

Connelly: Focus? 4 year institutions only or are there colleges with large sections>

Milne: We don't have many large single-section courses and we're not looking to solve the problems with "megacourse" big lectures that much of the NCAT Pew project work focused on. Instead, we'll look at large, multi-section courses.

Thoms: If need and project could be matched, it would be very helpful.

Kaplan: Some way to make humanities attractive to draw more students.

Milne: The idea will be to put out a call and have people apply. Let them know there will only be 5 selected.

Prospective Ford Foundation Grant

If we are invited to submit a final proposal, it will be a great collaboration between campus and system CTL. Lynda has been working with Claudia Crawford and President Anne Wynia of NHCC. There is a possibility of up to \$100,000 per institution. 2-year project learning community of faculty on NHCC campus interested in doing real dialogues about how to teach better in a diverse environment and diverse student needs. Using our weekend seminars as a formal curriculum, might all be at NHCC but open systemwide. Cohort system.

Faculty Development Surveys

Survey development is progressing. CTL Leaders have been asked to send additional 5 campus-specific questions to Lynda by 8/1 and review those in the general survey for possible deletions, since everyone comments, "Make it short!".

CTL Biennial Report

Martin Springborg is preparing a CTL Biennial report. Members reviewed the table of contents. He anticipates publishing the report this summer

Leaders' Website

Lynda briefed the Steering Committee on her presentation of the Leaders' Website to the CAOs. She showed the CAOs the Leaders' Resource Chart which itemizes what each campus provides in support to CTL leaders, i.e. reassigned time, space, support, etc. They were very interested to see what other campuses did. The chart can help us set benchmarks for faculty development in the system. We do need to find out more about investment in faculty development. Steering committee can help know what to measure and how to get info and what is comparable.

A couple observations from the committee included:

- 3rd column percent of FTE, but in decimals
- 6th column, could we break out...identify what other programs are and what the numbers are
- what year is the chart for (2004)...be specific which year it is

CTL Operations & Programs Report

Teaching online workshop

Lynda talked about the pilot of the Teaching Online Workshop in CTL's Web site, a 4-week, instructor-led course that started June 6. Approximately 20 people registered for each of the two sessions held this summer. Some people dropped out because the workload was more than they had anticipated. In general, reaction from participants is extremely pleased and positive, evidence of the hard work done by a team of faculty and instructional technology staff around the system to design, develop, and teach the course via CTL. (The team was headed by Rhonda Ficek of MSU Moorhead and Teresa Theisen of Minnesota State Community & Technical College, and included others from Metropolitan State University, Lake Superior College, and Minnesota West Community & Technical College). Committee members wondered if one could move at one's own pace, would one continue the course versus instructor-led.

For the remainder of the meeting, the committee reviewed new CTL Web site look and features and discussed over dinner:

- New "Faculty Development on our Campuses" site, <http://campusfacdev.project.mnscu.edu/>
 - Created single eFolio site for leaders' reports.
 - Could also be used for more...such as announcements from campuses about events and happenings, campus news, sabbatical reports
 - Revisit color choice for black on blue
 - New picture on template, representing non-metro schools
 - Individual eFolios will remain in case they would like to use them.
- CTL Library Catalog Online
 - Create an alternate library view so people can browse titles