

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

**June 24, 2004, 4:00 – 7:00 PM  
Saint Paul College, St. Paul  
Minutes**

**Present:** Deena Allen (audioconf), Cheryl Avenel-Navara, Michael Berndt, Nancy Black, Rex Gaskill, Jim Kaplan, Ray Lou (audioconf), Chuck Lyons, Pehler, Stewart Ross, Karen Thoms

**Staff:** Carol Steimer Bailey, Lori Schroeder, Jim Berg, Lynda Milne, Ruth Pollestad

**Absent with Notice:** Mike Connelly, Larry Litecky, John O'Brien, Keith Stover

**Call to Order:**

Milne calls the meeting to order at 4:15 p.m., after the Summer Seminar.

**Minutes from Previous Meeting:**

Chuck Lyons moved the minutes be accepted; seconded by Cheryl Avenel-Navara. Approved.

**Agenda Item 2. Member Business:**

Member roster reviewed, Milne noting that one of five MSCF appointments (in this case, for a technical-program faculty member) remains vacant.

Other membership issues:

- The committee welcomed IFO president-elect Nancy Black and bade farewell to president Jim Pehler. Pehler noted his appreciation for what the CTL does at the state level. He said that CTL is one of the system-level programs that gets involved with the campuses—and felt that is because faculty are involved in CTL. That commitment needs to be stated over and reinforced; it is what makes us strong. Thank you, he said, to all of you; it has been a good four years.
- IFO will change the termination of appointments for members will assume so that four out of the five members will not be reinstated at the same time
- After 4 years, Karen Thoms is moving out of the position as director of St. Cloud State's Center for Excellence in Teaching and Learning. She presumes that her appointment to the committee will, however, continue.

- Several members noted need for contact information changes in roster.
- Milne asked the committee to consider whether a revision of the bylaws might better address the need for clear Steering Committee member roles and responsibilities. Her concern is to increase the communication between this committee and other constituent groups throughout the system (e.g., IFO and MSCF committees and boards).  
**? Ad-hoc group of Stewart Ross, Jim Kaplan, and Cheryl Avenel-Navara will draft a revision of the bylaws to include member roles and responsibilities.**
- Nancy Black asked why the meeting was scheduled in the summer when faculty could not attend. Milne explained that the scheduling of a summer meeting began with her request to the committee in 2002 after taking interim directorship. The committee has continued to approve the scheduling of a summer meeting.

### **Agenda Item 3. Action Item Follow-up:**

- Milne provided an update on discussions between CTL and Office of the Chancellor Transfer staff, Jerry Johnson and Linda Lade. CTL was apprised of Transfer's recent work with MSCF's Academic Affairs committee on issues related to the liberal arts and general education. CTL also shared with the Transfer group its plans to pilot campus-based conversations on the topic of liberal education goals.
- ? **Milne contacted Metro Alliance Presidents chair, Patrick Johns, who referred her to President Cheryl Frank re 2005 faculty development day for Realizing Student Potential. She will contact Cheryl Frank.**
- ? **Re CTL's recommendation to Sr. Vice Chancellor Linda Baer that the system establish a single systemwide faculty development day, Deena Allen volunteered to check whether this topic had been discussed with the Leadership Council Academic Affairs group.**
- ? **Milne noted the request from the committee to invite Century College's faculty development team to make a presentation to the committee. She will invite for a meeting in the fall.**

### **Agenda Item 4. Staff Changes**

- Lori Schroeder and Jim Berg are leaving the CTL staff on July 31 and July 1, respectively. Lori will return to Metropolitan State University. Lynda thanked Lori for 2-1/2 years of service to CTL and faculty colleagues statewide, and recognized her accomplishments in managing grant programs, CTL Leaders support, and in chairing the highly successful Realizing Student Potential conferences. Jim will assume the duties of Dean of Liberal Arts and Sciences at Lake Superior College. Lynda thanked him for nearly 4 years as director of CTL's highly successful Bush grants, Learning by Doing and Learning That Lasts. She noted Jim's role in developing the second grant and in both projects providing strong leadership and project management. The committee gave them both a round of applause and wished them well. All committee members are invited to a farewell party at Lynda's house on July 23.

- Lynda introduced Ruth Pollestad, a temporary administrative assistant (and student at UW River Falls) who will work during the summer as CTL fills the position recently vacated by Sherri Melvie. Sherri, Lynda noted, had left CTL at the end of May and returned home to Moorhead.
- Lynda shared the position postings going forward for Associate Director, Faculty Development Coordinators, Program Coordinator
- Lynda also identified three faculty project specialists who would be working at CTL during the summer:
  - Sue Howard, Riverland College: New Faculty E-Handbook
  - David Laverny-Rafter, MSU, Mankato: Learning That Lasts Grants
  - Yolanda Williams, Minneapolis College: ITeach Online Center

### **Agenda Item 5. Initiatives & Activities**

**Teaching Awards Update** (May 2004 IFO Systemwide Meet & Confer). Lynda reported that teaching awards had been on the agenda, and that Linda Baer presented faculty with an introduction and handout regarding other systemwide teaching awards. Deena Allen had explained that the system proposes forming a faculty committee to study the idea and make recommendations for creation of teaching awards. The idea was met with such skepticism that eventually Jim Pehler and Debra Japp reminded the membership that this idea had come forth at faculty suggestion in the CTL Steering Committee. Debra also noted that CTL is an office that consistently seeks to engage faculty in all decision-making. No action item resulted from the May discussion.

- ? Deena is going to follow up on the creation of a faculty task force so that they can begin to work on this project in the fall.
- Lynda again noted that this incident, like the earlier response to the faculty development survey, suggested that we need to revisit how communications go forward from the Steering Committee to faculty (and administrators) in general. She asked how we can ensure better liaison relationships between this committee and others.
- Jim Pehler noted that waiting until Meet & Confer to bring new items to faculty governance is too late; discussion with local campuses must take place before the Meet & Confer.
- Conversation went toward committee representation issues, Nancy Black noting that not all 7 state universities were represented. Lynda pointed out that an even smaller proportion of college faculty were represented.
- Agreement on the need to better define roles and responsibilities for members. Jim Kaplan called for more involvement of CTL Campus Leaders in activities of the Steering Committee.

**Liberal Education Update** One institution, Northland Community College, is very excited to start the liberal education campus conversation because they are merging a community and technical college with a technical college.

- Barbara Hill, Association of American Colleges & Universities is going to facilitate a conversation on both campuses August 18-19. CTL will use the

opportunity to outline a model for other campus-based conversations. Scott Magnuson-Martinson, who is doing a sabbatical with CTL, will attend and use the opportunity to develop a format and agenda for later conversations.

**ITeach Online Center** Lynda asks all Steering Committee members to look over and give feedback: <http://www.ctl.mnscu.edu/iteach/>.

### **CTL Operations & Programs Report**

- a) July through August, Lori Schroeder is working on cleaning up her office in regards to grants. She receives a lot of e-mails that are touching re how the faculty coordinator grant person affects the lives of those on the campus. Lynda notes that Lori has done a wonderful job of creating good closing correspondence with each grantee.
- b) Carol Steimer Baily talked about the development of this fall's slate of Discipline Workshops. She stated that there is increasingly real involvement from all institutional types on each workshop, and that's really exciting. Jim Kaplan asked about a discipline workshop on humanities. Carol stated that if there is someone who is interested in doing that we are open on any topics but someone needs to come forward.
- c) Jim Berg discussed the summer seminar that we had today and the ones that we will have over the summer and fall. He is also doing grant reviews. He described the conversations he and Lynda had in May with each Active Learning Advocate and their CAO regarding accomplishments in the first complete year. There was resounding support for the effectiveness of the ALAs, and commitment from the CAOs to find a way to sustain the ALA position past the end of the grant period.

Next meeting – September 14, 2004. All meeting dates listed at <http://www.ctl.mnscu.edu/about/committee.html>

- Ruth Pollestad / Lynda Milne