

**MnSCU Center for Teaching and Learning
Steering Committee Meeting
July 10, 2002**

Minutes

PRESENT: Jim Berg, Gretchen Dorn, Rex Gaskill, James Kaplan, Russell Lee, Larry Litecky, Chuck Lyons, Brenda Lyseng, Jack Miller, Lynda Milne, James Pehler, Lori Schroeder, Karen Thoms

ABSENT: Deena Allen, Jeanette Daines, Judy Harris, Debra Japp, Kathleen Nelson, Jerry Noland, John O'Brien, Larry Oveson, Diane Pearson, Gayle Plank, Edward Schones

MINUTES: Nicole Larson

Review Minutes From Previous Meeting

Minutes approved.

Additions to the agenda

Program Planning – cancellation of CTL Summer 2002 conference

Member Business

New member: Larry Litecky, president of Century College.

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

- MSCF and IFO member appointments:
 - ? We still need 1 MSCF member to replace Jeanette Rydberg.
 - ? We also need 2 IFO members.In May 2002, Lynda contacted the union presidents regarding open appointments and expiring appointments. Union presidents were asked to notify Lynda of the appointees (or re-appointees) for 3-year terms beginning September, 2002.
 - ? Lynda to re-send email letters to the union presidents
- Revision of CAO checklist and memo:

Lynda revised the checklist and memo (see handout). Change “institution” to “campus” (page 1). Should we try to encourage campuses to offer release time to their CTL campus leader? In the CAO memo, should we also say that it is the local option for campuses to supplement the budget with some campus funding or offer release time? We should ask CAOs to clearly identify the connection between the CTL campus leader and the faculty development coordinator on campus. We need to ask them to define what their internal process is for selecting their CTL campus leader. Who on campus is responsible for monitoring CTL campus leader performance? We should ask CAOs to identify how they will monitor performance. In the memo, we should also state that CTL will notify a CAO if his/her campus will not be receiving a budget/stipend the following year (leaders are required to submit a final report each spring, in order to receive funding the next academic year). Instead of having a 3-page memo, we should hire a graphic designer to create a brochure incorporating the italic text in the memo.

Is “The CTL campus leader has been identified with faculty input...” a strong enough statement? We should make it clear that there needs to be faculty representation during the selection process. It must be a faculty-led program; CAOs should not just “pick” someone to be the CTL campus leader.

Should we send a personalized memo to presidents letting them know that we are sending the “Selection and Appointment of CTL Campus Leaders” memo to the CAOs? Should we also include language about why this memo is going out?

- Gift, letter to recognize Jane Miller: Thank you letter was sent to Jane, thanking and acknowledging her accomplishments when she was MnSCU’s System Director for Professional Development. Lynda also purchased a star from the “Adopt a Star” Donation Program at the Minneapolis Planetarium. Steering Committee members interested in contributing money for the gift may send it to Lynda Milne.
- Survey regarding programming content:
This is on hold right now; will be part of a larger study that we will be doing
- Reallocating money within budget:
Lynda is waiting to find out what our FY2003 budget will be. We would like to increase the budget allocated for discipline workshops, and reduce the amount spent on conferences. We will talk about the budget at our September Steering Committee meeting.
? Larry would like to see how much money has been spent over the past 3 years on each of our programming categories. Lynda will compile this data and present it at the September meeting.

MnSCU Strategic Plan

In this draft of the plan, notice the lack of discussion about faculty. Apparently, faculty and presidents have not had much input regarding this plan. Look at page 19, Goal 4.1.

What can we do to make an impact on this draft? Do we want to try and do something? Should we try and get on the agenda of the next Ed Policy Committee meeting (July 16, 2002)? In late May 2002, Lynda sent an email to Leo Christenson in response to earlier versions of the Strategic Plan. In that email, she suggested ways that the Strategic Plan could better focus on faculty and on teaching and learning.

? Lynda will forward this email to the CTL Steering Committee Listserv and ask for input/suggested changes. She will also include information on other state system strategic plans.

? Lynda will ask Linda Baer if a small group from our CTL Steering Committee could attend the July 16th Ed Policy Committee meeting. We need Linda Baer to be our advocate.

Program Planning

How do we address the concerns some presidents have about a system-wide CTL? A study will be done, but we are not sure who will be responsible for conducting it. Question for us to answer: What is it that the Office of the Chancellor CTL does that no other entity can do?

What should we communicate to presidents? We need a work group to come up with a strategy. Presidents want the Office of the Chancellor budgets to be used efficiently; CTL is one of the departments mentioned. We need to take a look at cost effectiveness – cost per participant. We should think about costs that can be absorbed by campuses.

Should we send a memo to presidents recognizing their concerns and informing them on what our plans are? We need to address the questions and concerns. Should we organize a work group to draft a memo and develop some communication strategies?

? Lynda and Larry will meet to draft this memo and send it to the CTL Steering Committee listserv for feedback.

Committee members have heard that faculty are disappointed that we had to cancel the CTL Summer 2002 conference. On June 26, 2002, we received approval from Linda Baer to move forward with the planning of the events on the Fall 2002 Programming handout.

At the fall 2002 conference, a small group of CTL Steering Committee members will conduct a workshop to 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.

Discipline workshops – how can we show that we have sponsored these? Every publication should read “Funded by the MnSCU Center for Teaching and Learning.” Right now, we only fund discipline workshops to faculty that apply. Should we encourage specific disciplines to apply? We need to enhance and expand the discipline workshops. Should we advertise the call for proposals in campus newspapers? in the “Performance” newsletter? Faculty have reported that it is too much work to plan and handle all of the paperwork for these discipline workshops. Could we have the Customized Training department plan the discipline workshops?

For CTL conferences, should we pay faculty an honorarium for presenting a breakout session?

? It was moved and seconded that we will not pay honorariums for discipline workshop or conference presenters. For conferences, we will waive a presenter’s registration fee. **Motion carried**

Members agreed that it is important that CTL still pay some expenses for conference attendees. Should we consider covering travel expenses (mileage)?

MITSS Summer Institute

Invitations were sent to presidents asking them to nominate a team of faculty and technology support staff from their campus. 17 teams from 15 institutions worked together June 19-14, 2002 at St. Cloud State University. Each team had an objective for a course they were going to teach in the fall. A WebCT course was created for attendees to use throughout and after the event. Should we write an article and put it in the “Performance” newsletter? A MITSS follow-up day is scheduled for August 5, 2002.

Bush Grant Update

We are waiting to hear from the Bush Foundation about whether or not we will be awarded another grant. They were to discuss and make a decision at their July 9th board meeting. Our final report for the current grant is due at the end of January 2003 if they grant our request for an extension.

The evaluation work that was previously done by David Laverny-Rafter is being completed by a team of staff from Minnesota State University, Mankato. They are conducting follow-up interviews with faculty (and their students) that received a Learning by Doing grant and analyzing the faculty survey conducted in January 2002.

New programming event: CTL Weekend Seminars for Faculty

One-day seminars to be held once or twice a semester at different locations within the state. Topics to include broad student learning and broad assessment.

Staff Update

Gretchen Dorn’s 3-year term is up August 2002 and her campus, Hennepin Technical College, was not able to grant our request for a one-semester extension. We are in the process of sending out a job opportunity announcement to all MSCF faculty.

Brenda Lyseng’s 3-year term will be up January 2003 and her campus, Inver Hills Community College was able to grant our request for a one-semester extension.

Jerry Noland's 3-year term is up August 6, 2002 and he will be returning to Riverland Community College.

The Office of the Chancellor plans to move forward with the posting of the System Director for Professional Development position (position is currently being held by Lynda Milne on an interim basis).

Programs report: Upcoming Events

Orientation for New CTL Campus Leaders

September 13, 2002 – Center for Teaching and Learning, St. Paul
Open to new CTL Campus Leaders

CTL Weekend Seminars for Faculty - Teaching for Deeper Understanding

October 5, 2002 -- St. Cloud State University, St. Cloud

New Faculty Workshop

October 12, 2002 – Metro Area Location
Open to new MnSCU Faculty

MnSCU CTL Campus Leaders' Fall Workshop

October 24 - 25, 2002 – Ruttger's Resort, Brainerd, MN
Open to CTL Campus Leaders

CTL Weekend Seminars for Faculty - Exploring the New Assessments

November 2, 2002 -- Minnesota State University Mankato

CTL Fall Conference – Instruction, Inquiry & Information

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

Service-Learning and Technical Education Workshop

Cosponsored by MnSCU CTL and Minnesota Campus Compact
November 15, 2002 -- Hennepin Technical College
Open to faculty and administration teams from technical colleges

Fall Meeting Dates:

- 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 agreed that we meet the day before the CTL fall conference which is being held at Bemidji State University, November 7-8, 2002)