

**MnSCU Center for Teaching and Learning
Steering Committee Meeting
Century College
July 10, 2003**

Minutes

PRESENT: Deena Allen, Jim Berg, Michael Berndt, Mike Connelly, Rex Gaskill, Judy Harris, James Kaplan, Russell Lee, Larry Litecky, Chuck Lyons, Brenda Lyseng, Lynda Milne, Stewart Ross, Carol Steimer Bailey, Karen Thoms

ABSENT WITH NOTICE: Janet Henquinet, Jack Miller, John O'Brien, Larry Oveson, Gayle Plank, Lori Schroeder, Keith Stover

MINUTES: Sue Martinez (? denotes action item)

Minutes and Review of Agenda

Minutes approved.

Member Business

The committee welcomed Michael Berndt who is taking Jack Miller's place. He has been an English faculty member at Normandale for three years.

Lynda sent letters on July 9 to the faculty association presidents in order to appoint new faculty members to the Steering Committee. The letters asked that MSCF appoint two new members in advance of the January 2004 expiration of the terms of Gayle Plank and Diane Pearson. Both are dedicated faculty members and helpful contributors to the Steering Committee when attending, but that they attended less than half of last year's meetings.

The letter to IFO president Pehler noted that Karen Thoms's appointment ends in September 2003. We would welcome her reappointment as an active member of the committee.

We added the topic of ***Steering Committee co-chair*** to member business since Jack Miller will no longer be with us. Jack's responsibilities as co-chair were limited. We discussed whether we want a more active chair (with responsibilities for setting agenda, chairing meetings, etc.).

Comments: Jack's last formal action as co-chair was to send a letter to Linda Baer about the dual title of the CTL director position (see Minutes, 1/24/03). In the past committee meetings were run by either or both co-chairs. Russ Lee has been a co-chair; he said the most important point is preparing the meeting and what will be talked about. Chuck Lyons has also been a co-chair; thinks the committee has worked well with strong co-chair activity and without. All agreed on the importance of the meetings being interactive and involving faculty. The minimum responsibility would be to prepare the agenda and to serve as a consultant.

? Given that this topic should involve all committee members, Lynda will start a discussion on the listserv about the co-chair position.

AY2004 Schedule of Meetings: Lynda posted dates to the committee listserv and invited discussion there. Online conversation re dates never developed. Stewart would rather have

meetings when there is no class in session. Stewart moved to accept the following dates and Karen seconded. Jim Kaplan opposed, but he'll send us a postcard while on vacation.

Action Item Update

ITeach—Brenda Lyseng did an analysis on whether we could make ITeach shorter. The ITeach attendance was as follows: Thursday night 86 people, Friday morning 140 people, Saturday 50 people in 1st set of workshops and about 45 in 2nd set of workshops.

There were 50 no-shows and 74% of them were from Metro area. There were only 6 walk-ins. Meals are the expenses we lose out on if there are no-shows. We're working on something for next year to reduce no-shows, which is a \$25 deposit on credit card that is refundable if they show up. ITS is helping us create a CTL database which will help us with registration.

Bush Money—We don't have as many Active Learning Advocates as planned. This is due to the campuses not matching funds because of their budgets. Lynda asked the Bush Foundation whether we can keep the extra money. They said when we submit our annual report this year that we include proposed changes. There are 14 Active Learning Advocates, not 18.

Program Updates

Active Learning Advocates—Jim Berg reported that CTL accepted 8 new Active Learning Advocates, including Stewart Ross. Interviews for the 2nd cohort were held in May and June. They will join the 6 that were previously chosen. They will work for the next 2 years on. Handout on LTL ALA training and weekend seminars shared to show upcoming events.

We are trying to interlock activities more often, such as having the ALAs attend the weekend seminar at the same time as their training. We are going to do an online book talk for ALAs with Dee Fink's book, Designing Significant Learning Experiences. There will also be an online book talk in October with Learning that Lasts by Marcia Mentkowski. This is our first experiment in online faculty development.

eFolio Website—Brenda Lyseng reported that at the last meeting grantees had just been chosen. Now the projects are online at <http://efoliominnnesota.com> under "CTL Educator Resources". They got stipends of \$1250 each. It was expected that they would work approximately 10 days, but many probably spent 20 days. Money came from Perkins for the 2-year schools and from CTL for the 4-year schools.

There are 5 categories: portfolios for educational planning, portfolios for demonstrating student learning, portfolios to track development during a program, portfolios to prepare for transition to a career, and portfolios as a means to evaluate a course. The purpose was to talk about or illustrate their teaching to their colleagues, or possibly to students. Brenda demonstrated the nursing site as an example because it addresses transfer. It shows how students go through a joint program among 3 institutions.

? Brenda will post to CTL leaders the list of eFolio grantees.

Jim Kaplan says that this is an example of something that won't be able to be done with only 2 FDCs. Judy Harris is impressed. Deena Allen says this is another thing we wouldn't realize that CTL does. People are quick to criticize us; Deena asked Larry Litecky whether the presidents are coming around. He responded that the interim report was the last thing on the Leadership

Council agenda Tuesday, July 8. In the meeting Tuesday Keith Stover told other presidents that there was overwhelming support for CTL in the survey. The Chancellor joked, "So you're taking away a source of cutting funds for me?" The committee expressed many thanks to Stover and Litecky for advocating for CTL.

CTL Website—The CTL website is being redesigned and made accessible. Before the summer is over it will be online. We have been led by Sachin Bajracharya, our graduate student intern from Metropolitan State. He has taught all CTL staff and faculty how to develop their sections of the site.

CTL Annual Report—Lynda has hired a writer and graphic designer to develop an annual report to distribute to presidents, CAOs, and campus leaders.

CTL Grants—As of this year we are no longer carrying forward funds in the next year. It has been hard to track grants and leaders when we paid *after* the event. Lori Schroeder followed up on a large number of old grants and got the status and closed out the grants. Lori's letters thanked them for their work, commented on its importance, and reminded them that we expect dissemination and recommended specific conferences or publications. On a few grants only part of the work was completed, so we extended them and deferred payment of the stipends until they're finished. We paid out \$35,000 in old grants. CTL had never had the grants receivables recorded. We are starting this new fiscal year with a true budget. Now we do a purchase order at the beginning of the grant period.

External Grants—CTL is going to apply for at least 2 external grants this year.

CTL Program Cuts—Where are we going to cut? As agreed in the May Steering Committee meeting, CTL will discontinue the Instructional Development grant program and only provide grants from Bush funds. We'll do only 2 conferences—ITeach and Realizing Student Potential with Metro Alliance. We will make it clear in promotion that it is a statewide conference, but we will use a common day of Metro Alliance. Both conferences are in the same semester, which will concentrate the work. We will make use of faculty to help plan.

Discipline Workshops— These events support our need to have parts of system talking together and working with each other. We will try to do almost as many as last year, 13 instead of 16. Five workshops will be in transfer areas, and we will work with the transfer group to identify disciplines that are ready to meet on some teaching and learning issue. Three workshops will be in strategic areas: teacher education, health education, and increasing access to underserved populations. Five workshops will be in technical/career programs.

Leaders Workshops—We'll continue to do 2 per year.

RSP Conference—Faculty evaluations indicate a need for us to provide more space and time for discipline meetings at the next RSP conference. We would like to plan those better and we need help from the Steering Committee. The technical faculty in the survey said they had more discipline meetings in the past; others suggested that having faculty meet in the morning and then again the afternoon would be more effective.

CTL can guide facilitators more. Could we put together a sheet of tips, suggestions? At RSP meetings some groups were using the list of questions we had set up. It would help for the faculty participants to know the status of what they were creating. What are the expectations? Is this just an opportunity to get to know each other, or to take action? The purpose is not really

clear. Carol pointed out that the Media group, for example, one time created great stuff, but nothing ever happened with it. Their expectation was that they were creating recommendations for an administrative audience.

Larry Litecky: The audience of the work done is the faculty in the room, not the presidents. There were debates about workload, how to leverage, etc. The faculty is the audience, these workshops are for the faculty. Deena Allen and Jim Kaplan: We need to be clear so there are no mixed messages; so that faculty know what to expect. Mike Connelly: Some groups need to partner with others. The HVAC meeting, e.g., didn't have the involvement they could have had if they had called together the construction trades. Broaden the group. Choose a topic and get a guest speaker. That is something they could all gain from. Let's have a focus. Lynda Milne: You can see how it is important to have faculty in the discipline do the planning because they know what is of interest to them. Each one of the Steering Committee would make an excellent chair for their discipline. Chuck Lyons: That is how we can do more work--to get the Steering Committee to do some of this. Rex Gaskill: Communicate that it is statewide and that it is a faculty development conference. It is better to say less about Metro Alliance. (Stewart agreed.)

Survey Results—New faculty need to be the focus of our work, and also faculty of color, helping them teach better and feel that they are long term members of this community.

We looked at the PowerPoint that Lynda Milne showed to the Leadership Council ASA committee on July 8. (Online at <http://www.ctl.mnscu.edu/about/news/surveys/2003/>). As stated in the Workplan, we were to study CTL's roles. Survey was Web-administered; college faculty were notified through CAOs and CTL leaders. Overall 39% response rate; about 80% of the respondents were FT faculty and 20% were PT. (We can't be sure that we reached PT faculty) PT faculty stated that they need attention and more faculty development. Only 45.5 % of presidents responded. But 91% of CAOs responded. 49% of deans responded. Half of faculty are active in faculty development at systemwide level. 70% are active on their campus. Only 9% of respondents are dissatisfied with CTL faculty development experiences. We reach people mostly with conferences (not surprising). More than 2/3 said in order to use faculty development they need more time to reflect and convert materials. What should be the goals of faculty development? Improving student learning is #1. Teaching quality is #2. (This was a forced ranking) If you had to segment faculty and say which is most important: 1–new faculty, 2–faculty of color, 3–mid career, 4–pre-retirement, 5– part time. All agreed that the survey results are full of information and positive feedback for CTL. University faculty to be surveyed in fall.

Farewell—Departing members Brenda Lyseng and Jack Miller were recognized and thanked for their service to CTL.

? Next meeting we will review the 2003-2004 budget. – Lynda Milne

Next Meetings

Friday, September 12, 2003	9:00-1:00, 304 ETC, St. Paul or via ITV (1 week notice)
Wednesday, November 12, 2003	9:00-1:00, 304 ETC, St. Paul or via ITV (1 week notice)
Thursday, January 8, 2004	9:00-1:00, 304 ETC, St. Paul or via ITV (1 week notice)
Tuesday, March 9, 2004	9:00-1:00, 304 ETC, St. Paul or via ITV (1 week notice)
Thursday, May 6, 2004	9:00-1:00, 304 ETC, St. Paul or via ITV (1 week notice)
Friday, July 9, 2004	9:00-1:00, 304 ETC, St. Paul or via ITV (1 week notice)