



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

**Center for Teaching and Learning  
Steering Committee**

September 11, 2009  
Office of the Chancellor, 3304 Wells Fargo Place  
30 7<sup>th</sup> St. E., St. Paul

**Minutes**

**Present:** Josephine Books, Lyn Brodersen, Alfred Essa, DeeGee Frenzel, Hattie Dambroski, Lutchmiparsad Hazareesingh, Louise Hoxworth, Terence Leas, Manuel Lopez, Brenda Lyseng, Lynda Milne, Greg Mulcahy, Pat Paulson, Mary Rothchild, Yvonne Shafer, Martin Springborg, Doug Thompson, Thomas Wortman

**Attended via WebEx:** Martin Springborg, Zala Fashant

**Absent with Notice:** Larry Lundblad, Linda Fuselier, Rod Henry, Linda Lade

**MINUTES:** DeeGee Frenzel and Thomas Wortman

**(▶ denotes action item)**

**12:15 pm Meeting Called to Order** Lynda Milne called the meeting to order.

**1. Lunch**

**2. Review of Agenda**

- No changes made; September agenda was approved.

**3. May 1 Minutes**

- Reviewed the action items from May 1, 2009 Minutes:
  - September 11 meeting date resolved by Lynda and Greg Mulcahy
  - June, 2010 meeting cancelled.
  - Lynda wrote to CAOs re Leaders program on 5/8, 7/21, and 8/26/09.

**4. Member Business**

**a. Welcome New Members**

- Welcomed Patrick Paulson from Winona State University
- Lyn Brodersen from Southwest Minnesota State University
- Barbara McDonald Itasca Technical College (unable to attend today's meeting) Barbara will be taking Sally Johnstone's place on the committee, Sally resigned from the committee due to other commitments. Lynda acknowledged her two years of service.

**b. Dates for 2009-2010 meetings:**

- All dates were approved as listed on agenda.
- An all-day January 22 Planning Meeting was approved.

## 5. Budget History 1999-2010

- Lynda reviewed with the committee current FY budget compared to FY09, and also reviewed CTL's 12-year budget history of state and external funding
- Upside: originally \$233,000 for FY10. Budget through July was at \$160,000, but Linda Baer and Manuel Lopez were able to work hard and give us back an additional \$73K in funds for the CTL Budget.
- The FY10 budget cut is 14% over start of FY09 and 11% when compared to end of FY09 (which incorporated the state's budget recession).
- Lyn noted how impressive the RSP/ITeach conference is, and could see this offered as a national conference, becoming a revenue generator.
- Committee discussion went on to note that members are generally impressed with the amount of work CTL does with a very limited budget.
- Lynda reviewed details of final budget:
  - Reduced library budget
  - Reduced subscriptions and association memberships
  - Were able to keep temporary staff (but reduced Meraf Wolde's hours from 40 to 28 hours a week; she helps heavily with discipline workshop and conference materials and preparations). (This position would have been cut completely except for extra \$73,000 provided in August final budget)
  - Reduced general operations
  - Biggest reduction was to Leaders Program: as discussed in May, the budget had to be significantly decreased from the annual (since 2002) amount of \$175,000. The current \$40,000 budget cannot provide faculty compensation or programming funds, but will be used to cover the fall and spring leader meetings. CTL will pay for lodging and food for a leader and one team member per institution (from their Faculty Development Team).
- Lynda asked the committee, "How do members feel about using the \$40,000 remaining in additional funds (\$73,000 less \$30,000 for temporary staff) for Faculty Development programming on campuses?" The money would be awarded on a competitive grant process. The committee debated the merits of the following ideas:
  - Should the grants be only for smaller schools that do not have the resources or will it be open it up to all? It was decided that preference should be given to those who have little available resources.
  - Should disciplines be considered, or the money should be open to all? It was noted that discipline workshop funds are available for disciplines.
  - Should the grants allow for stipends or reassigned time? It was noted that at times, CTL grants allow for reassigned time, but given the limited budget of \$40,000, these grants should not include compensation.
  - It was discussed that student learning needs to be a key component of the outcome of all CTL grant projects.
  - Should some type of match be required on the part of the institution, because if there is support it seems that projects are more successful. The committee felt that a match requirement would disadvantage the smaller campuses, and decided that it could be a stated preference, but not a requirement.
  - Should the grants emphasize professional development activities to improve online teaching? There was not a strong response among committee members. Manuel Lopez expressed that there is no current requirement for

instructors to go through any specialized training in order to teach online, and many receive little support.

- Can these resources be used to promote multi-institutional collaboration? There was general agreement that these collaborations are of benefit, and CTL should use its standard grants RFP language encouraging such collaboration.). Lyn noted that bringing two- and four-year institutions together is beneficial. Pat Paulson discussed promoting collaboration and interdisciplinarity on any single campus—especially for the benefit of new faculty.
- Tom Wortman suggested to limit the size from \$5,000 - \$7,000 and feels that it will still have impact on campuses. Committee agreed.
- Lynda concludes that the committee is in favor of the idea of creating a grant process for the \$40,000.
  - ▶ CTL will send a draft of the call for proposals to Steering Committee members.
- Manuel pointed out that ASA lost ALL Initiative money!
- Lynda expressed that we have to find external funds, she asked members to help think about what kind of projects that we should be thinking of for external funding. This is an area that Tom will be working on.

## 6. **CTL Staff: Changes in roles / responsibilities**

### **CTL Staff contacts 2008-09 / 2009-10**

- Lynda introduced how the budget reductions and loss of initiative funds and staff caused CTL to review all programs and staffing assignments.
- CTL staff provided the committee with updates on how their jobs have changed.
- Zala Fashant has become the lead contact person for all of CTL's educational offerings. He will be the point person for any campus requests of CTL like campus visits. He is working on Speakers Database creation – we have great expertise within the system and we would like to review how best to use that expertise. Zala will also be working on improving the CTL brochure that goes out to campuses explaining to them exactly what CTL does.
- Martin Springborg will be the lead program director for CTL events. He explained for instance that Tom and he will be collaborating on Discipline workshops, Tom will be handling the grant application processes and Martin will be working with the faculty side as they put the workshops together and help them organize the event itself.
- Tom will continue as grants director but also as CTL assessment director. He will be assessing program effectiveness—for instance, cataloging, disseminating and organizing effective instructional development models from grant projects that can be used elsewhere. He's responsible to systematically assess all of our programs so we can work clearly to tell our story about the difference professional development programs make etc. Haz really supported this idea, saying that it is one thing that is missing in CTL.
- Yvonne Shafer will be the program director responsible for communications, the Web site and online teaching programs. Especially since we will not ask Leaders to forward e-mails etc. as in the past, we will now create lists of all faculty on campuses and group them into discipline-based list and other lists according to interests. Yvonne will be putting together a communications strategy and plan. Yvonne will be

working more one-on-one with the IT staff to help give CTL what they need to communicate with the campuses.

- Lyn suggested that Ph.D. students in education would find working with CTL a great opportunity.
- Al Essa explains that CTL Grants can be viewed as a venture capital fund – x number of dollars are available and we will invest this money. CTL is able to track what grants went out and why and which ones were successful and why. If the grants were not successful, then why. That is when you start to build value. Lynda mentioned that this process has been going on for a long time but Tom's new job is to describe and disseminating the outcomes.

#### **7. 2009-10 Workplan – Final**

- Committee received the final version of the Workplan, which they had reviewed in two earlier drafts. Some noted approval of the new format.

#### **8. Response to legislative auditor request for information**

Lynda explained that CTL was recently included in questions asked by the FY10 Legislative Auditor reviewing all functions of the Office of the Chancellor. She distributed to the committee the questions the auditor had asked, and the answers and data that she had provided. She asked, What other questions would you add to these questions from the legislative auditor? Discussion ensued around the general question, how does CTL's work change teaching and learning?

- Lynda explained that we do have a lot of data about services provided and impacts, but that this will be part of Tom's future work: to figure out how we can use the mountain of data we have to answer these big questions, and to go further and ask faculty and other clients, "Has your participation in this [conference, workshop, etc.] had an impact on your teaching and how?"
- The committee went on to discuss the importance of both quantitative and qualitative evidence of the impact of professional development, and the difficulties of assessing impact on student learning. Terry, Greg, and others discussed the importance of supporting our teachers.
- Lynda asked the committee to continue forming better questions about impact and future direction. Help us as a steering committee determine what the right goals are.
- Manuel expressed that we must make the point that CTL's work directly addresses system goals. The issue is that we need to get people to understand that we reflect the core issues.
- Haz feels that CTL is creating the conditions for change to occur.
- Lynda mentioned that we do have data from the Bush grant evaluation research that shows that involvement in faculty development at the state level is highly correlated with better student outcomes.

Three important roles for a steering committee member to play:

1. Direct advocacy (speak to the value of CTL)
2. Advise CTL on how to communicate that value to a variety of audiences (legislators, Presidents, CAO etc.)
3. Start becoming participants in CTL activities and events. Steering committee member are invited to the Fall Leaders Meeting (CAO, Deans and CSAO Meeting), RSP/ITeach and any and all discipline workshops throughout the year.

## **Addition to Agenda: Linda Lade's handout: The Joyce Foundation Shifting Initiative**

Tom updated the committee on this addition to the agenda.

- The Joyce Foundation Shifting Gears Initiative, the State of Minnesota and the Minnesota State Colleges and Universities system are currently collaborating on a common mission – to provide greater opportunities for low-wage and /or low skilled adults to increase their basic and occupational skills and to acquire credentials that lead to family-supporting employment.

## **9. CTL Operations Report**

### **a. Leaders Program / Fall Meeting**

#### **Program Brochure & Review of Draft Agenda**

- We are asking CAOs to designate a new leader that has less than five years experience with Faculty Development. Others are encouraged to still be part of the leaders program as campus faculty development team members.
- We are no longer providing compensation to Leaders, and because of that we are no longer asking them to distribute or forward messages – we will ask that of the team members. Each campus faculty development team will decide who will be the one to forward things on to other interested parties.
- Support for campus faculty development will not change (except for financially). We will still be focusing on working with the Team and how we can get out to campuses more.
- In the fall meeting will be a special leadership development track. In this track there will be specific items that we feel are important for Leaders in their first year. The goal is to make clear the tie between faculty development and student outcomes and assessing faculty needs.
- Lynda asked committee members to go back to their campuses and find out who will be the Leaders on their campuses, and to please bring us back any feedback.

### **b. Fall Calendar of Workshops**

- Martin talked about the upcoming Fall Discipline Workshops and reviewed the rest of the calendar.

### **c. RSP/ITeach Conference Information Sheet**

- Will be held again at Minneapolis Community and Technical College on February 26 & 27, 2010, keeping the same type of format as last year, agenda, time slots etc. CTL was able to pull off a successful, high-quality RSP/ITeach on a significantly reduced budget and still provide an excellent program. It was a stripped down and green conference. Currently we have not contacted our partners of this conference but estimate the costs for each will be far less than previous years. Metro Alliance, Perkins, MnOnline and IT are partners for this event.

### **d. BOT Award Guidelines (DRAFT)**

- Martin discussed the draft guidelines document, noting that each year there have been considerable amounts of revisions. This year's guidelines

will go out close to this draft. Lynda encouraged IFO members of the committee to go back and find out if they do indeed plan to participate in this award this year because the last three years there were no participants from universities.

- Terry commented that faculty have told him how valuable it is to create a portfolio and to be able to review it and reflect.
- Lynda asked committee members to notify her if they know of anything that should change or be added to the guidelines.

e. **Grant Summary**

- Tom reviewed the Instructional Development Grants Summary for 2009-2010.
- Awarded 11 grants over \$300,000.

f. **Lodge Report**

- Zala updated the committee on the 50 different Webex workshops that were taught live by 30 different faculty during the month of June in CTL's first "Faculty Summer Lodge."
- Cost to put on this type of training was around \$11 per person.
- Lynda mentioned that we may take the word "Summer" out of the title and offer sessions throughout the year.

g. **STEM**

- Brenda Lyseng, Office of the Chancellor STEM coordinator, updated the committee on STEM activities. She commented that last year the focus of her time was on professional development, including 8 workshops for STEM faculty across the state. So far no STEM workshops are planned this year.
- Brenda reviewed the Stem Equity Pipeline Project.
- Tom and Brenda are working on an assessment plan for STEM grants.
- Working on a professional science masters proposal.

**Evaluation of the Meeting:**

How did the meeting go and is there something you would like to change?

- Well organized and we covered a lot.
- The committee feels like they have a much better perspective of what is going on and the progress of CTL and things across the system.
- Members of the committee appreciate the candor in which ways some of the uncomfortable items are talked about. They feel comfortable talking as a group.
- Again members noted that CTL is expected to do so much with so little but also said that we just need to find more money to do what we do: if you value something, you find the money.
- The committee commented on how few resources are devoted to staff and faculty professional development.
- Always go back to mission "what is the core mission?"

**4:00pm Meeting Adjourned**