

**MnSCU Center for Teaching and Learning  
Steering Committee Meeting  
September 12, 2002**

**Minutes**

**PRESENT:** Rex Gaskill, Judy Harris, James Kaplan, Russell Lee, Karen Thoms, Debra Japp, Chuck Lyons, Jack Miller, Jeanette Daines, John O'Brien, Keith Stover, Larry Litecky, Deena Allen, Jim Berg, Brenda Lyseng, Lynda Milne, Lori Schroeder

**ABSENT:** Larry Oveson, Diane Pearson, James Pehler, Gayle Plank, Edward Schones

**MINUTES:** Nicole Larson  
(? denotes action item)

**Minutes and Review of Agenda**

Minutes approved.

**Member Business**

New members: Judy Harris and Keith Stover

**Action Item Update**

MSCF and IFO member appointments

When requesting that new members be appointed or current members be reappointed, IFO would like the request to come by letter, versus email. It would be good to fill the open IFO appointment with someone from Mankato or Winona. A request for one new committee member and Chuck Lyons's appointment to be renewed or re-assigned was sent to the MSCF Co-Presidents. Chuck Lyons's appointment was renewed.

? We need to give new members the Steering Committee mission and bylaws. We should also put that information on the CTL website.

Memo to CAOs about CTL campus leader appointments

Karen Thoms would like some copies of the CTL leader brochure. Several of the CAOs that phoned Lynda asked what other campuses are doing in regards to appointing CTL campus leaders. President Litecky mentioned that Century pays 12 release credits across the year for the CTL leaders.

? Lynda could write a summary report and describe other campus processes. Should Lynda talk about this at the October CAO meeting? Lynda will send a note to Linda Baer about presenting at the CAO meeting.

Letter to presidents

Attached is a draft Lynda wrote after meeting with President Litecky. It is good to have the 3 year history of the budget, but there is no need to put that information in the presidents' letter at this point. How do we go about the role clarification project? Does the letter have the right content? Is it strategically the right thing to do? The three item headers send a nice message. Members agree that the letter should be sent.

### Budget history

On the handout, we should note that the Bush funds are not included in the budget. In the president letter, we should state that we leverage more money in Bush funds than we are spending. We should also note somewhere about the Faculty Development Coordinator salaries for FY00 (what cost center were they charged to?).

? We should change the title of cost center 122047 from Leader stipends to CTL leader support. We want to increase our support for campus leadership and discipline workshops. We still want to have 3 statewide conferences a year: a summer and fall conference and the ITeach conference in the spring. An important question we need to answer – is all of the money budgeted for CTL being spent? We need to track down how much money has been “carry-forward” each year. It is important to show the substantial decrease in spending. We need to show that we are actually spending what we are allocated. Need to change the graphs in the handout – amounts on the Y axis are different.

? Lynda to revise handout by the November 6<sup>th</sup> Steering Committee meeting.

### Strategic plan

The strategic plan has been approved by the board. The final version is on the Chancellor’s website. Nothing came from our attempts to change the plan. But, the Chancellor’s work-plan continues to be updated. See item #9 on page 3 of the “MnSCU Annual Work Plan” handout. Some people believe that some of these tasks belong to Human Resources.

Open questions: what to do and who will do it. What are the next steps? Should President Stover and President Litecky open up discussion on this question at their Leadership Council Committees?

Lynda sees 9.1, 9.4 and 9.5 as CTL business; items we should be concerned with. What should happen with the open position of System Director for Professional Development? What should the role of the CTL Director be? President Stover and Litecky will bring to their leadership council committees a discussion on sub-points 9.1 and 9.3. Other CTL item is 7.1.

? It was moved and seconded that a n amendment to the agenda be made. Under “Program Planning: Spring 2003” add: CTL is responsible for planning a second MnSCU-wide conference on the Liberal Arts (see work plan action step 7.1). **Motion carried.** Currently this conference is an every other year event.

### CTL Role Clarification Project

There are a lot of different perceptions of what the CTL does/what it should do. What do people really want out of the CTL? What is the campus role and what is the statewide role in faculty development? Presidents’ report: Some asked, shouldn’t we do as much as possible on the local level - campus based and de-centralized? Conferences were questioned. Why are we offering conferences? Are the same topics offered elsewhere – are we duplicating what is already out there? Mission of the CTL is not clear to presidents. If part of the strategic plan is to fully integrate the system, there needs to be a system-wide entity to bring faculty from across the state together. Linda Baer expects an in-depth needs assessment of what faculty and administrators want from the CTL; which direction should we be going? Should we hire an external consultant? The survey that was done – we need to deal with it regardless if it was a minority report or a majority report. Should the Director of the CTL conduct this study? Who should do this role clarification project? Issues about CTL were brought up in the context of money. Would people be upset if we spend money on a consultant to do the survey? Should we get outside peer evaluation versus an outside consultant? If presidents want the CTL money to split up and given to campuses, instead of having a CTL, how much would each campus receive? We should show and make it clear what we are spending CTL money on.

Will some CTL Steering Committee members volunteer to work with Lynda on how to move forward with this role clarification project; figure out how to proceed? Volunteers: either President Stover or Litecky, Jim Kaplan, John O'Brien, Judy Harris, Debra Japp (to check with President Pehler to see if is okay).

### **Summer CTL Developments Update**

Changed procedures and policies (see handout)

### **Programs Report: Fall 2002**

Fall 2002 conference – November 7-8, 2002

Next CTL Steering Committee meeting will be November 6th at Bemidji State University. Steering Committee members will make their own hotel reservations. At the conference, we will be sharing several concurrent sessions with the Learning Network Initiative (LiNK) conference in Rochester, Mn. Deadline for proposals is September 19, 2002. Conference postcards were sent to the homes of all full-time faculty. It is important to send these event items to presidents, and CAOs. It was suggested that we should send all communication to CAOs.

CTL grants announcements – Deadlines are October 1st and March 3rd.

2 grant programs: Learning that Lasts and Instructional Development. In the past, only faculty were eligible to apply. Now, grants will be open to faculty and administrators.

Discipline/Program workshop program – applications should be sent 6 months prior to the proposed workshop date. We would like to see more applications from faculty in the technical fields. Presidents need to know about these opportunities. We should contact campus departments to encourage them to apply for discipline/program workshop funds.

CTL Weekend Seminars – October 5<sup>th</sup> and November 2<sup>nd</sup>, 2002.

As part of the new Bush grant, CTL will be offering Weekend Seminars for Faculty. St. Cloud State University is hosting the first seminar on October 5<sup>th</sup> titled "Teaching for Deeper Understanding." The workshop facilitator will be William Cerbin from the University of Wisconsin, La Crosse. Mn State University is hosting the seminar scheduled for November 2<sup>nd</sup> titled "Exploring the New Assessments." The workshop facilitator will be Darlene Vanselow Habanek from the University of Wisconsin, Whitewater. The Learning that Lasts Advisory committee will discuss locations and topics for seminars in the spring. We are also hosting a WebCT course for the seminars.

New Faculty Workshops – October 12, 2002 and February 1<sup>st</sup>, 2003

These workshops are for all new, full-time unlimited tenure-track faculty. Fall orientation is scheduled for October 12<sup>th</sup> at Inver Hills Community College. These new faculty will also receive a "kit" of information, including receive 3 books: McKeachie's *Teaching Tips*, Davis's *Tools for Teaching* and Ko and Rossen's *Teaching Online*.

Service Learning and Technical Education Workshop - November 15, 2002.

We are co-sponsoring this event with Minnesota Campus Compact. It will be held at Hennepin Technical College, Brooklyn Park campus.

Metro Alliance Faculty Development Day – February 27, 2003.

Is the CTL office going to plan this day? Deena will find out if there will be a faculty development day, and who is planning this event. It was discussed that the faculty development day should be for all MnSCU faculty, versus just Metro Alliance. Should we schedule a Weekend Seminar for that day?

CTL has been charged with planning the next Liberal Arts conference.

### **Bush grant updates**

We conducted a three year study of faculty at large through random surveys and surveys of Learning by Doing grant recipients (see handout). A team has interviewed faculty grantees, following up on the findings of the broad survey in order to get more detailed responses. Overall theme of the first Bush program was Learning by Doing. Support for active learning was generally strong. Teaching practices and attitudes had not changed much between the two surveys. Participation in faculty development by faculty at large increased significantly. Programmatic Implications – Active learning teaching strategies can make a difference and should be promoted. This leads us into the next Bush grant, Learning that Lasts. Using peers as advocates or consultants at the campus level appears to be a promising strategy. Two things faculty most desired: some help from peers about their teaching and more support from administrators on active learning strategies. The three components of the Learning that Lasts program will be: Weekend Seminars, Grants (seed and growth), and Active Learning advocates (up to 18 peer consultants who will be contracted with. We will provide training for them and they will stay on campus to work with faculty on active learning. Call for nominations will go out to presidents). A Learning that Lasts Advisory Committee has been formed and will hold its first meeting on September 20, 2002.

### **CTL Staff Updates**

A committee will be interviewing 5 candidates for the open faculty development coordinator position (see attached email for list of applicants).

### **Schedule remaining meetings**

November 6, 2002 (Wednesday), 2pm-6pm, Bemidji State University, room TBA  
(the CTL fall conference is being held at Bemidji State University on November 7th and 8th)

January 24, 2003 (Friday), 10am-2pm, Room 304 in the ETC building (St. Paul)

March 25, 2003 (Tuesday), 10am-2pm, Room 304 in the ETC building (St. Paul)

May 7, 2003 (Wednesday), 10am-2pm, Room 304 in the ETC building (St. Paul)