

**Minnesota State Colleges and Universities  
Center for Teaching and Learning  
Steering Committee Meeting  
September 12, 2003**

**Minutes**

PRESENT: Jim Berg, Michael Berndt, Mike Connelly, Rex Gaskill, Judy Harris (ITV), Janet Henquinet, Debra Japp, James Kaplan, Russell Lee, Larry Litecky, Chuck Lyons, Brenda Lyseng (for Litecky), Sue Martinez, Lynda Milne, Greg Mulcahey (for Oveson), James Pehler, Stewart Ross, Ed Schones, Lori Schroeder, Keith Stover (ITV), Karen Thoms

ABSENT WITH NOTICE: Carol Steimer Bailey

MINUTES: Jim Berg (? denotes action item)

**1. Member Business**

- a. Minutes: Lyons and Thoms moved and seconded approval of minutes. Accepted unanimously.
- b. Member business: 9 a.m. start time is somewhat difficult for Ross.
- c. Agenda: CTL operations and program over lunch, for updating and networking among members. Lyons, moved acceptance of agenda. Kaplan offered a suggestion for a micro-session on faculty development during department meeting. Put under new ideas for CTL programming, under matters arising. Thoms seconded. Agenda passed.

**2. Action Item Update**

- a. Member business: Jeanette Daines is no longer in the Office of the Chancellor, as her position was eliminated due to budget cuts. Her unit was the Office of International Education. Milne suggested a replacement from another unit in the Office of the Chancellor: teacher education, Pam Wanga, or Health Care Education support, Mary Rothchild. Office of the Chancellor representatives are non-voting resources to the committee. CTL is looking for ways to connect its programming to these two strategic areas. Kaplan suggested that an Office of the Chancellor person who has responsibility for grant funding would be a better resource. Thoms moved: Milne explore with Rothchild and Wanga and the replacement for Mary Jacquart to see if they are interested in serving on the committee as 'ex officio.' Friendly amendment: change to non voting resource. Passed. Thoms appreciates the opportunity to have non-faculty members on the committee to share information about and with the Office of the Chancellor. ? Lynda will contact those people.
- i. Discussion of Global Education and its elimination from the Office of the Chancellor; Milne discussed CTL cooperation with Global Education in the past. A group of Minnesota State Colleges & Universities faculty, including Steering Committee member Diane Pearson, are still active in Global Education issues and the annual conference.
- b. Lynda has sent letters to the unions asking for early reappointment for Plank and Pearson. Milne discussed the role of faculty on the committee and the importance of the committee having faculty representatives. Schones will encourage MSCF members to remain actively involved.
- c. Milne provided an update on staff member, Carol Steimer Bailey, who has had health problems. She will return to work next week.

- d. Action item updates were moved to agenda items.

### 3. Committee Co-chair

- a. Discussion of the functions of the most recent co-chair. Lyons: important for faculty to be involved in the running of the committee. Kaplan: agreed that the committee should be faculty-driven, not necessary to have a faculty member run the meetings; Lynda does a “dandy” job of managing the meetings, “dependable and excellent”; faculty should be more active on the committee and in the work of CTL; either do away with the title or have it be more significant as in having a faculty member be the “chair.”
- b. Milne: By-laws of the committee should guide this issue.
- c. The Academic Software and Systems Steering Committee in Information Technology Services within the Office of the Chancellor (ASSSC) has a new charter that Milne shared with the committee. O’Brien, who serves on the committee, has chaired it in the past, moved to a co-chair, has been turned over to campus representatives, and the committee is now chaired by a campus representative, Barry Dahl, Lake Superior College. Milne asked the committee to consider the charter as a possible model for revisions of the CTL Steering Committee charter, to better specify member appointment, role of faculty member chair, meeting and decision processes and procedures.
- d. Lee: Used to chair the meetings, but found the staff running the meetings was more efficient; did have frequent consultation with the director; recommended that the co-chair be actively involved in setting agenda and the work of the committee; not necessarily recommending the same structure.
- e. O’Brien: A faculty chair may end up recommending something that the director opposes, the staff still has the right to refuse, but it can lead the committee in new directions. Positions can come from a committee rather than from the staff.
- f. Lee: Pointed out that a committee may end up rubber stamping.
- g. Pehler: Committee needs to be able to “cover for staff.” Staff is “staff to” the committee. Recommendations come from the committee, staff carries the message.
- h. Milne: Committee has gained in stature in the Office of the Chancellor over the last year, particularly for the Senior Vice Chancellor for Academic and Student Affairs, as seen in her invitation to the committee to attend a special meeting next week (Dan Dover). Concerned that the committee NOT be a rubber stamp, would like more direction. A little concerned that faculty who don’t attend may feel that their input is not valued.
- i. Lyons: What matters is that the co-chair is collaborative, not who chairs the meeting.
- j. Lee: Vigorous collaboration before and throughout meetings
- k. Kaplan: Doesn’t feel that the committee is a rubber stamp.
- l. O’Brien: Staff in the office does the work, chair sets the agenda and consults with members.
- m. Motion: Lee: The role of co-chair is as vigorous voice of faculty fully involved in decision-making. Co-chair and director ~~may~~ shall (O’Brien friendly amendment) decide how to run the meetings. Seconded by Lyons.
  - i. Kaplan: Argued for the title to be Chair. Accepted as friendly amendment.
  - ii. Harris: Chair will be a faculty member. Accepted as friendly amendment.
- n. As amended: The role of the chair is as a vigorous voice for the faculty who is fully involved in decision-making. The chair and the director shall decide how to run the meetings. The chair shall be a faculty member. Passed.

- o. Discussion of who shall be the chair. Rotation seems to have worked on a yearly basis. Four-year institutions are up for a turn.
  - p. Nominations: Russ Lee—would like not to be nominated. Karen Thoms and Jim Kaplan are willing to serve.
    - i. Lyons: Nominated Thoms.
    - ii. Lyons: Nominated Kaplan.
    - iii. Lyons: Moved to close nominations; Harris seconded. Passed.
  - q. Voting commenced via paper ballot. Break.
  - r. Election results: Karen Thoms was elected chair.
- 4. CTL Staff**
- a. CTL staff levels are down due to the faculty development coordinator position not being filled and Carol Steimer Bailey being ill.
  - b. Milne: Looking for faculty who could work on projects, possibility to contact people who had applied for the technical-college faculty development coordinator position. Payment could be done through stipend or reassigned time.
  - c. Pehler: Motion: Open request to previous candidates and all campus faculty to be involved in defined projects, seconded by Lee. Some work may be done remotely. Could be effective immediately. Funds may come from Perkins (Federal money). Also available to part-timers and adjuncts. Discussion of costs and workloads. Ross: Amendment: ? Send message to CTL leaders to help find people. Pehler: ? Also send to union leadership. Milne: Through steering committee. Milne: Projects may include soliciting discipline workshops and being a liaison to the volunteer organizers. Thoms: Encouraged use of steering committee members as volunteers to help out.  
Harris: The work we're doing through CTL cannot be done at the current staffing level. The budget cuts are highly significant, we cannot cover up that issue but should make it visible.  
Milne: Working on an annual report, will add a page about looking forward and how the budget cuts have/will effect our work. Survey has shown how the CTL is vital, and now we may be asked to do more, although we have fewer staff. Liberal education (general education) is one area where we may be asked to do more.  
Ross: Steering committee may help with discipline workshop in their area only to replace Carol Steimer Bailey's workload.  
Milne: Attendance at a discipline workshop would be a good role.  
Kaplan: Retired faculty may also be a resource for project work or volunteer.  
Motion passed.
- 5. CTL Budget**
- a. Milne distributed budget chart. Cut of 10% across the board in Academic Affairs. CTL took a 10% (\$75K) cut in operating budget, plus one faculty position.
  - b. Budget figures distributed do not include Bush funds. 75% of Carol Steimer Bailey's position is Perkins funds.
  - c. Milne: Confident that CTL is spending its money "on the right things now," as discussed by Steering Committee over past year. Conference spending is down. Grant payments have been cleaned up and are now accounted for in a more logical and clear manner. Acknowledged Schroeder's work on developing new grant process. New granting processes will be helpful into the future. Discipline workshop budget expanded.
  - d. No action needed. Information only.
  - e. Learning That Lasts budget: under-spent particularly in the Active Learning Advocates area.
- 6. Survey Update**

- a. IFO did not participate in the spring survey. Survey was an item for Meet & Confer in August.

Pehler: Next board meeting will take up the survey as an item. IFO reviews questionnaires and surveys for content, procedures. Some board members may have issues about some of the demographic questions, particularly the institutional affiliation or department. Smaller campuses may have concerns about being able to identify individuals' responses to items. Some people may want to make some items optional. Letter is ready from the board to encourage faculty to participate in the survey.

Milne: Doesn't want to turn off the requirement to identify the institution because the information is important to give to the institutions. Could simplify the program or field identification, make it broader. CTL will not report to campuses anything but frequency, not cross-tabulations. Only summary data on each question will be reported.

Pehler: Asked for the information to get to him by next week. As well as the confidentiality information.

Milne: No attempt will be made to analyze the data on the individual level. There is an incentive for the school with the highest rate of response. Century and Normandale had the highest rate of return. CTL would appreciate the IFO's endorsement of the survey. State colleges will also have incentives. Multiple prizes will be awarded.

Pehler: Also apologized for holding up the survey; but the review of it was important for the faculty.

## **7. Web site**

- a. Want reaction to new site
- b. Lynda demonstrated the new CTL web site.
- c. Lynda announced that the CTL web site will inherit resources from OIT web site. Will also develop an online faculty development site. New funding sources for this work include Perkins and a Congressional Award given to Mn Online.

## **8. New Faculty / Adjuncts / Faculty of Color**

- a. Milne: These areas were listed as priorities in the survey. New faculty and part-time faculty will get books this year.  
Gaskill: Who knows and who gets the information on new faculty is often different on different campuses.  
Milne: Chief Academic Officer can delegate responsibility to get us the names.
- b. Milne: Would like to form work groups to focus on these three areas. What would a work group do: meet between steering committee meetings, discuss what CTL should do, and make recommendations to the committee.  
Ross: Work groups should be geographically organized.  
Kaplan: Would be important to get information from faculty of color.  
Lyons: His campus union is putting together a work group to look at developing new faculty at their college.  
Litecky: Century has done new and adjunct faculty institute. Would be important to complement what is happening on campus. Faculty have expressed need for more on teaching itself. Thinking of doing a "great teachers workshop" next summer.  
Milne: We have found that new faculty do need more on teaching but they also want information on the system. Work groups may want to bring in non members, campus leaders.  
Lyons: Regional work groups could look at all three areas.  
Berndt: Work groups may want to gather information on the status of what is being done around the system on these issues; and make recommendations on what is

appropriate for the systemwide CTL should be.

Litecky: Suggested that the leaders do the work of organizing these work groups.

Milne: Leaders don't have the time to do the work on their own.

Henquinet: Groups should look at all three issues, as they should be related. Where are we now is an important question. What new things we can do should be asked at both the campus and the system level. Make sure that we keep track of who has resources (people, money, books, web sites) available.

Milne: Form groups to find out what the status of efforts is, find out what could be done, make recommendations for what could be done. Karen, Russ and Stewart will coordinate the work groups. Funds could be made available for travel for work groups to get together.

? Expect recommendations by next meeting.

Japp: Need a mechanism to get people involved for whom these efforts are intended.

## **9. Operations & Programs Report**

- a. Discipline workshops: Chuck Lyons: can go to the Developmental Education, Grand Rapids discipline workshop. Michael Berndt and Rex Gaskill will represent CTL at the Composition Meeting at Normandale.
- b. CTL Leaders Workshop: New agenda, down from a two-day meeting to a one-day meeting followed by a Weekend Seminar. Dee Fink will be the guest at both events.
- c. Weekend Seminars: Litecky: consider a "ring" within which it's more convenient to more people. The outer ring is less convenient for a lot more people.
- d. Active Learning Advocates: Fourteen ALAs with teams on campus to develop on campus faculty development initiatives. Using some CTL programs, outside activities, cooperating with the Collaboration.
- e. Realizing Student Potential: Litecky: Discussed an initiative on "Serving the Underserved" that involves the U of M General College, suggested that Realizing Student Potential conference could address some of the issues involved with that initiative. U of M may provide some presenters, especially from General College. Milne: Evaluations suggested that participants wanted less "talking at" and more time in small groups.

## **10. Matters arising**

- a. Henquinet: Suggested that the group should discuss the CTL identity issue. Milne: How to work on this within the new guidelines from the Public Affairs Office. ? Asked, and Henquinet agreed to work with CTL and Public Affairs to develop a recognizable CTL identity for publications and promotions.
- b. Litecky: For next meeting: ? discuss an "outstanding faculty award"; has discussed it with the Chancellor who liked it and who thought the Board would like it.

## **Next Meetings**

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)