

**Minnesota State Colleges and Universities  
Center for Teaching and Learning  
Steering Committee**

September 12, 2007  
Office of the Chancellor, Board Room B 4<sup>th</sup> Floor  
30 7<sup>th</sup> St. E., St. Paul

**Minutes**

**PRESENT:** Nouredine Benchama, Josephine Books, Linda Fuselier, Lutchmiparsad Hazareesingh, Louise Hoxworth, Sally Johnstone, Kathryn Kelley, Tim Kroeger, Barry Lane, Karen LaPlant, Louise Mengelkoch, Lynda Milne, Greg Mulcahy, Mary Rothchild, Yvonne Shafer, Martin Springborg, Cathy Summa, Beth Weatherby, Thomas Wortman, Zala Fashant

**ABSENT WITH NOTICE:** Doug Thompson, Ann Valentine

**MINUTES:** DeeGee Frenzel and Lynda Milne

(▶ denotes action item)

**9:10am Meeting Called to Order** Lynda Milne called the meeting to order.

**1. Welcome**

New members were welcomed and committee members shared a personal professional development experience from the summer. Member roster distributed and members were asked to review.

**2. Minutes**

No changes made; May minutes were approved.

**3. Review of Agenda**

No changes made; agenda was approved.

Lynda asked members to notify her or Cathy Summa if there is anything that they may want to see on future agendas.

**4. Meeting Dates 2007 – 2008**

Changed March 28<sup>th</sup> meeting to Tuesday the 25<sup>th</sup>. All other 2007-2008 dates listed on agenda confirmed. Location stayed the same.

**5. CTL 2008 Work Plan and Budget**

Lynda reported that, in addition to regular work CTL does, the chancellor holds a special amount of money that the board has approved for him to use in special initiatives. These funds allow the system to focus on topics of strategic importance. Three of those initiatives have been approved and are described in handouts provided. Lynda reviewed CTL staffing. CTL work is done by four professional staff members and herself

along with two temporary administrative assistants. Currently we have one administrative assistant position opening and CTL is working on an upgrade to that position because of the amount and kind of work that is required of that individual and to help with the turnover in that position. Lynda will also submit a position request to convert two former student positions into one regular support position.

### **5.A. 2007-2008 Work Plan**

Sally Johnstone asked if CTL has thought about helping faculty focus on student persistence and help faculty think about what helps students stay in school. She feels that we are all going to be under the gun to improve student persistence. Martin Springborg mentioned that many resources on the topic are available on our Web site and in the CTL resources & tools. He also said that whenever we collaborate with faculty it is a topic that is addressed. In fact, the major theme and the emphasis of our conference this year RSP/ITeach is the first year- student in the 21<sup>st</sup> century and that theme came from faculty concern for that topic. We are bringing in Betsy Barefoot, who is the Executive Director at the Policy Center on the First-Year Experience, who will be addressing that very issue with her keynote address. Thomas Wortman mentioned that he will talk about Instructional Development grants later but we have \$150,000 to help focus on those types of issues and particularly on ensuring successful transitions to college. Sally Johnstone mentioned that the board will be discussing these issues and it will have to happen in order to meet guidelines. Kathy Kelly mentioned the help it would be to give people a research agenda. She also felt that we would get more return on the research if there is money in return for the work done in the area.

Lynda Milne reminded everyone of the three million dollars of Bush Foundation money that we got several years ago. CTL hopes that the Bush Foundation will be offering another program in 2008. ► Lynda asked the committee to think about “what should be the primary emphasis for the CTL and faculty development? What problem could we address with new external funding support?” **Bolded** areas of the work plan are areas of newer emphasis in this year’s plan. Mary Rothschild suggest if in next years work plan characterized differently and focus it to say something like “Improve student persistence through Instructional Grants that focus on...”. Use different language then in previous years.

#### **5.A.1. Initiative for “Improving STEM Enrollments and Outcomes”**

Initiative funded.

Lynda Milne mentioned to the committee that this is essentially the instructional development grant initiative this year. We don’t get regular funding for instructional development grants; we have to submit initiative proposals every year.

#### **5.A.3. Initiative for “Faculty Awards Coordinator”**

Initiative funded.

#### **5.A.4. Initiative is for a .6 teaching and learning course coordinator position.**

Initiative funded.

Anita Olson currently in position.

#### **5.B. CTL Budget 2007 – 2008**

Lynda wanted to continue discussion about having external funds. CTL is now in its second year of not having Bush funds.

Lynda also mentioned the CTL Web site for which there is no distinct budget support, although the site is the fourth most visited in the Office of the Chancellor.

Mary asked if CTL made any requests through the IT funding, Enterprise Investment Committee process. Lynda attended and present CTL's request, submitted with Perkins, for a grants management software application. We want to create a systemwide system like NSF's "Fast Track," This would make it easier for faculty to apply for grants and have them reviewed on line while we will be able to review applications on line easier and more efficiently.

Barry Lane reflected that just coming off of his administrative duty days he has heard a lot from faculty in the two-year colleges and they are concerned with the new cut scores for Accuplacer and how we are going to see more students needing help in math and writing areas. What faculty really needed is help on how to work with these students. How are we going to help our students be successful if we don't help our faculty work with students to have them hit the mark.

Cathy wanted to know if it would be helpful to ask Michael Lopez to come to our next meeting to maybe hear some of the committee concerns. ► Lynda will invite Mike Lopez to talk with the committee about developmental education initiatives and resources and ask for his advice and collaboration.

### **6. CTL Operations & Program Report**

#### **6.A. Summer Online Teaching Course (Report)**

We tried to limit to 20 participants but we did end up expanding it and having about 27 people. Zala Fashant mentioned that it was disappointing that we only got eight course evaluations back and he is going to work on investigating how to improve the return of surveys. CTL is looking at making an eight-week version of this course rather than the four-week version in the summer. Kathryn Kelly had a question: it seems from way attendance is listed in the report there is inconsistency in numbers from one year to the next. Zala replied that the first year we had two offerings that were smaller groups, the second year more people knew about it, and we had two offerings as well and this last summer there was only one offering. There wasn't enough time to get a second batch of people started. Zala feels it was successful but also feels that summer is just bad for some people. Lynda mentioned that this course was very collaborative and everyone involved worked really well together. University and college faculty have found it to be a very useful course. Something different about this course is that we charge a fee for it, and we use that money to pay the facilitators. Lynda asked the Steering Committee to think whether there a need for more of this kind of course. Is the success of this course due to

its topic or does the committee think that there are other topic areas that we should look into“ Karen LaPlant felt it was a great idea but all the time required was an issue. The course mentions that it would only take about three hours a week and it took more like eight to ten hours and she feels that people couldn't take that kind of time. Her other concern was that it closed in four weeks and then it was closed and no one was able to access the information. Sally asked if there is a way to cut down on the amount of the material. Maybe give a beginning course and then make available a more advanced course. Also, leave the courses open so people can access them. Cathy mentioned that we should think more about taking some of these topics as stand-alone things and maybe let people pick and choose the items that they have more interest in. Greg Mulcahy feels that if we are going to contemplate doing anything seriously with self-sustaining models we have a whole set of bureaucratic and labor implications and Lynda Milne and Linda Baer, along with Greg, should sit and talk about it. Sally felt that having more shorter modules available would be more beneficial. Lynda mentioned CTL's ITeach professional development center has a couple dozen self-guided tutorials on a broad variety of topics. Josephine Books also wanted to point out that some of the material was overwhelming.

- ▶ She would like to suggest that we notify all the people that have participated, since we see the numbers are shrinking, that the modules will be available in a more manageable way. Lynda pointed out that it was 20 hours down from twice that in the first year.
- ▶ Sally suggested to leap ahead and use information management tools that you wouldn't find in D2L.

#### **6.B. CTL Fall Calendar (Fall Discipline Workshops)**

Zala mentioned that we now have the ability to add campus events to the CTL online calendar of events. We have also added CTL Web Workshops, a new program, to the Work Plan and calendar. Martin commented on Discipline Workshop grants explaining for new members that these are up to \$10,000 grants that are distributed to teams of faculty to put on workshops or conferences open to all faculty in the system in that discipline. Yvonne Shafer mentioned that the 46 participants at the August 15 nursing workshop discussed critical thinking as a theme. Although it was directed towards nursing many of the things that they talked about could be applied to all disciplines. Martin mentioned that in all the planning teams CTL requires representatives from universities, community colleges, and technical colleges and it's been very successful in getting people together to help them to communicate. Josephine commented on the Creating Academic Communities Program at Inver Hills Community College, which encourages community among students. She feels that it has proven itself to be a very interesting program because the retention has grown so much. ▶ Josephine recommended the committee send someone to see this model because it's working really well for Inver Hills. They are all excited because it is so successful. Nouredine Benchama made the comment that we should repeat something that is successful in an area. Kathryn Kelly asked if we could identify someone that has done an outstanding job in an area and maybe refer that person by paying them to travel and meet with other campuses. Also Kathryn was wondering if it was found to be a successful topic, can it be

repeated? Nouredine feels that there are trends like how to teach college algebra and he wondered if there are groups to bounce ideas off.

#### **6.C. RSP/ITeach: June 2007 Online Conference; Feb. 28 – March 1, 2008**

Zala mentioned that last years RSP/ITeach was snowed out but we did get a lot of great feedback from faculty who said “oh what a shame we really wanted to get together and do our presentations.” The web conference consisted of about 150 registered faculty and we had over 20 presenters who had a week long posting in D2L. There were poster sessions, handouts and discussion boards. We also had 10 presenters that offered live, one hour synchronies session through Eliminate so people could actually participate live. The conference ran from June 11 – 15 and we kept it open to the end of June so people could check back in to see how things develop. Evaluations told us that people enjoyed the experience. Lynda mentioned that twelve hundred faculty from around the state signed up for RSP last year.

#### **6.D. Faculty Development Survey (Participation)**

Zala talked about the survey and how CTL has had over 1500 people respond to the survey. The excel sheet gives an example of the differences since 2005. This was sent out to campus Leaders to help with the response to this survey. Overall the percentages are pretty consistent between two years schools and four year schools. This survey gives us a wonderful opportunity to find out what people want to know about themselves and what they think about CTL systemwide but it also has a section on campuses. Also, CTL Leaders were able to include five individual questions. These questions were of something they wanted to find out about their campuses. Campus Leaders will be able to review these reports at the CTL Leaders Fall Workshop on October 4 – 5. Martin noted that the survey results do drive CTL Leaders planning for the year.

#### **6.E. CTL Staffing (Faculty Coordinator, Instruct. Designer, Admin. )**

The university faculty Coordinator position remains unfilled. Lynda asked the committee that if they know of anyone that may be able to fill that position that CTL would be eager to hear about it. There is a 0.6 position available.

CTL also is looking for a faculty member to join the initiative project with CTL/Human Resources as an Instructional Designer. This is likely a 0.4 or 0.6 position.

#### **6.F. Leaders Designation (brochure and designation requests)**

► Lynda would like the committee to think more about how we can better realize our dreams for the Leaders program in follow-up to our May discussion.

The committee reviewed the letter that goes out to all CAO's to designate a leader on their campuses.

#### **6.G. Grants for 2008-2009 (NSF STEP; CTL Instructional Dev. & D4L)**

Thomas Wortman went through the summary with the committee. He expressed how excited he was to put this blue sheet together with the programs because it made him

think about how exciting these new programs are and he suggested for the committee to take a look at how exciting these programs are.

Cathy wanted to know when we are to expect to hear more on the assessment of the effectiveness of these grants. Thomas said that it is being compiled now. An Instructional Development grants announcements will be in November. ► Thomas will compile information for the next committee meeting of what was compiled from last year on the Instructional Development grant assessment on effectiveness.

Haz feels that there is a serious problem with conceptualizing what to do when assessing and solving instructional problems. He feels a lot of work has to be done in providing support to the faculty so they can be successful.

Thomas talked about the STEP handout. If an institution working with other system institutions applies for the STEP grant and they are awarded it next spring we can support that grant with additional money from the Office of the Chancellor. This money comes from STEP Initiative Funds, some Instructional Development money and also Perkins money. Letters of support will go out to five applicants for the STEP Program. Applications are from: Bemidji State University, collaborating with seven colleges through their Center of Excellence; Metropolitan State University, working with St. Paul College; Century College, working with St. Cloud State University and other colleges out of the system; Minnesota State University, Mankato, working with Normandale and Itasca and South Central Colleges; and Winona State University working with Riverland.

Cathy questioned why this announcement went to deans and not faculty leadership.

Lynda mentioned that the STEP RFP came out in July and we got it out to the people that we thought would be out there to get it at that time. ► Deena Allen mentioned that we should forward these types of things to unions and state leadership. Greg said that correspondence for faculty should be forwarded to him in the summer. Deena mentioned that we will be more conscientious about sending information to the state union leadership.

Thomas Wortman explained further about Instructional Development grants for this coming year. We have not earmarked our total amount of Initiative Funds to support the STEP applications and they are only guaranteed to the institutions if they get the funding from NSF. Consequently we will still have some money--up to \$150,000--to devote to collaborative projects to increase STEP enrollments and degrees.

► Cathy asked what can CTL do to foster conversations between the universities and the colleges, along with the K-12 systems, so that we are ready to go when the calls come out. Cathy would like to see money go towards triggering those conversations.

Lutchmiparsad Hazareesingh spoke about getting a list of people who are interested in collaboration on topics and try to develop ideas. He feels that there are a lot of faculty members interested in grants and working together. Cathy thinks the ID grants are going to help foster that communication. Deena agreed that such collaborations are essential and we should get organized so that when these opportunities come up that we

are not scrambling. She mentioned that the Perkins Grants require collaborations between colleges and high schools.

#### **6.H. Awards for Excellence/IPESL ( CFAE Interim Report & Funds Update )**

Lynda noted that IPESL reports are not due till the end of October.

Thomas talked about a request from the Office of Higher Education for an update as to what we are doing with this money. In response, Lynda and Thomas created an interim report of what is happening with College Faculty Awards for Excellence highlighting a few of the most interesting from 700 projects so far. The CFAE Program is continuing in FY08 and the announcement to colleges will be sent out next week. Karen feels that we need to tell people that there is an online report that needs to be completed and that you need to be on campus to do it. Lynda said that the colleges' not necessarily individual faculty, are required to report to the system online for every project. If your college committees in turn ask faculty to use this online reporting that is what needs to happen. There is not a secure way to make this available and make it free from spam except to restrict it to MnSCU IP addresses.

#### **6.I. BOT Award (2007-2008 Draft guidelines)**

Lynda mentioned that these are being reviewed at the IFO board meeting Friday. We hope to have these guidelines out to campuses no later then October 5, 2007.

### **8. Sector Discussions**

#### **8.A. College Faculty T&L Courses (A. Olson)**

Those who work at two-year colleges stayed in the meeting room to discuss the topic of the new credentialing courses. Lynda questioned the committee on ways to determine how we know that faculty have met the requirements of the non-credit philosophy course without adding administrative burden or additional time and work requirements for faculty. Outcomes of the discussion on how to assess it: Instead of having grades they will have an online completion form where the faculty would complete a self assessment on the required topics. They would also be required to post their teaching philosophy. Barry thought that it would be interesting if they would be open to feedback from people. Lynda mentioned blog tools, but Marc Felsheim suggested an easy-to-use template like the college Awards for Excellence. Consensus followed on these ideas and on giving faculty the option to post their statements publicly, anonymously or not. Josephine said that even if they wanted to remain anonymous you could number or use a letters system for them because a lot of people don't want to be recognized.

#### **8.B. University Faculty: External Development**

University faculty and administrator group discussed what CTL could look for in external funding.

Thomas took notes in this section. He reported that the group's ideas were the following.

- Closing the achievement gap between white students and students of color in the state. Recognizing that this is probably overly simplified, CTL could concentrate an externally funded program on assuring access and college readiness for African Americans and other low-achieving minority populations.
- The relationship between high school and college curricula and college readiness and transition to college. This topic could be addressed through an emphasis on teacher education.
- Creating a systemwide effort to make all majors practical and applied. Through internships, co-ops, service learning, and possibly study abroad.

Regardless of the specific focus, the university group recommended an ongoing evidence-based assessment of programs. Lynda expressed that she hopes by their November meeting that Bush has announced when their next program will open.

**9. General Discussion (exchange of ideas on pedagogy courses and external development)**

No additional discussion occurred due to lack of time.

**1:00pm Meeting Adjourned**

- DeeGee Frenzel and Lynda Milne