



**Center for Teaching and Learning  
Steering Committee**

**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

September 12, 2008  
Office of the Chancellor, 3304 Wells Fargo Place  
30 7<sup>th</sup> St. E., St. Paul

**Minutes**

**PRESENT:** Nouredine Benchama, Alfred Essa, Zala Fashant, DeeGee Frenzel, Linda Fuselier, Lutchniparsad Hazareesingh, Louise Hoxworth, Sally Johnstone, Kathryn Kelley, Karen LaPlant, Terrence Leas, Manuel Lopez, Larry Lundblad, Brenda Lyseng, Anthony Miller, Lynda Milne, Greg Mulcahy, Yvonne Shafer, Martin Springborg, Cathy Summa, Doug Thompson, Thomas Wortman

**ABSENT WITHOUT NOTICE:** Jane McConnell

**Absent with Notice:** Josephine Books, Linda Lade, Beth Weatherby

**MINUTES:** DeeGee Frenzel and Lynda Milne

(▶ denotes action item)

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

2. **Welcome New Members**

- A. Brenda Lyseng, STEM Coordinator
- B. Terrence Leas, President, Riverland Community College
- C. Linda Lade, Office of the Chancellor, Student Services
- D. Manuel Lopez, Office of the Chancellor, Associate Vice Chancellor for Continuous Improvement

3. **May Minutes**

Correction: January 16, 2008 Steering Committee meeting date should be January 23, 2008 but minutes were approved.

4. **Review of Agenda**

No changes made; agenda was approved.

5. **Meeting Dates 2008-2009**

Lynda reviewed with the committee the option of meeting fewer times because of budget cuts. Kathryn Kelly suggested to meet the same amount of times but suggested to make the meetings a brown bag to help with the budget issues. Kathryn

expressed that she wouldn't mind doing more for these meetings. Lynda pointed out that mileage was a much greater expense than meals, and that brown bag isn't feasible for those travelling from a distance (or overnight) to attend.

Lutchmiparsad Hazareesingh (Haz) made the suggestion to cancel the January or June meeting if need be, but stay with regular scheduled meetings and keep on track with the agenda that was set for the year.

► Committee agreed to leave the schedule as is and see where we are budget-wise sometime in the middle of the year. The committee discussed holding the January meeting "online" via Webex, and decided to invite members to attend the January meeting remotely, but not to cancel the January meeting. ► Later it was discussed that we would take a different approach to Steering Committee planning and invite the committee to attend a full-day meeting on November 14 to address budget and other strategic issues.

#### **6. Select Faculty Chair**

Cathy Summa's term as Steering Committee Faculty Chair ended in June. Haz expressed willingness to be Chair if Lynda would continue to do the facilitating. Committee elected Haz as CTL Steering Committee Faculty Chair.

#### **7. CTL 2008-2009 Work Plan and Budget**

Lynda reviewed budgets from the past five years and noted the adjustments resulting from the \$90,000 FY09 budget cut. Lynda requested advice from the Steering Committee about how to best employ the budget and if there is something in the work plan that should be altered, added or cut. Haz suggested devoting a Steering Committee to discussing the budget. ► During the next Steering Committee meeting, CTL will share a spreadsheet of how CTL is doing. Kathryn raised concerns about having no Faculty Coordinator position representing university faculty. She was concerned that universities might be given the impression that CTL does not care much about teaching at our universities. There was some discussion about the generally greater teaching center resources available at the state universities.

► Lynda suggested that the Steering Committee discuss the nature of the Coordinator positions at a later meeting. Karen Laplant wanted to look closer at the last three pages of the CTL Work Plan and budget because we have not filled the Faculty Coordinator Position. ► It was decided that the Steering Committee will look through the Work Plan and review again in more detail on November 14, along with examining CTL programs and services to help plan for the future.

The committee also discussed CTL's communication and collaboration strategies and tools. In discussing tools for collaboration, the committee reviewed a networking tool called Twitter, Sally Johnstone believes that Twitter would be a very useful activity for faculty. The committee also talked about ClearSpace and how it would be a useful interactive tool that will soon be available around the system.

**CTL News for Leaders:** Linda Fuselier feels it is very helpful for Steering Committee members to get the weekly CTL News for Leaders. She sends it off to her chair and they bring news items to departmental meetings. The committee agreed that the "quick and easy" format of News for Leaders (and its "Forwards for Faculty" is

appropriate and very usable. They also discussed how to try targeting certain groups and making items as brief as possible. Karen suggested sending news items with a headline that will pique faculty's interest. All agreed that marketing is important. Karen also suggested a semester update.

**Monthly Update:** A quick poll of Steering Committee members showed that they do not read Monthly Update very often, and they then discussed whether this publication was worth the effort, since it may not be reaching readership among systemwide faculty. Doug Thompson wanted to know time and resources used for this item. Zala Fashant gave a rough estimate that to produce the Monthly Update, it takes about 15-20 hours a month. ►Steering Committee agreed that CTL should stop publishing the Monthly Update and find ways to get articles to people in their disciplines instead.

## 8. Initiatives

### A. STEM

**Brenda Lyseng is working on loan from Century College as the Office of the Chancellor STEM Program Coordinator, and is working at CTL in partnership with Gail O'Kane, Project Manager for Strategic Partnerships. PKAL is Project Kaleidoscope and this partnership is a national association that works to improve teaching and learning in the STEM fields ( Science, Technology Engineering and Mathematics). Cathy mentioned that the focus of the project is to look more closely at how systems can work more closely together to provide a mentoring experience and the support designed to improve undergraduate teaching and learning in the STEM disciplines. Collaborating partners include MnSCU, Connecticut, the Appalachian colleges and other state systems. There were two PKAL workshops this spring for STEM teams and there will be two more this fall. PKAL workshops are scheduled for September 19-20 at Century College and October 24-25 at Central Lakes College. The only cost to the campus is mileage. The workshops are for faculty and administrator teams to have some networking time at meetings where they can also learn from pedagogical experts. Brenda expressed that the question of "how do we keep the conversations going after the PKAL workshops" is something that the STEM group is working on. She is setting up GoogleGroups etc. Brenda also introduced MentorNet, an organization that connects STEM students with a mentor. MentorNet is a national organization. MNSCU has bought a system license. There are 22 institutions signed up so far and you can find the list of institutions <http://stem.project.mnscu.edu/>.**

Brenda spoke about how we have been accepted in another NSF-funded program, STEM Equity Pipeline, which is a U.S. Department of Education Office of Vocational and Adult Education project looking at the issues of the number of females and males in certain STEM fields in career and technical education. Lynda underscored that he grantee on this is not the CTL or the Office of the Chancellor; we are partners with the grantee, "National Alliance for Partnership in Equity Education."..

### B. Faculty Awards BOT/ CFAE

Ray Anshel is back again this year as the Faculty Awards Coordinator and working on two projects, Board of Trustees Award and the College Faculty Awards for Excellence (CFAE).

The Board of Trustees Award (BOT) committee met in May (and a working group met in June) and made more modification to the process to make it even simpler for committees and campuses. Different forms of payment will be available to individuals; instead of cash, faculty will be able to accept the \$5,000 as professional development funds and there will also be the option of establishing scholarships in their names. Guidelines are ready to go out within the next week or two. The committee also added a new name "Educators of the Year". ► The Steering Committee suggested coming up with better marketing materials. Lynda replied that the BOT committee made the same recommendation, and there will be significant improvement in materials meant to reach all nominators (including students) and nominees.

Thomas Wortman talked about the College Faculty Awards for Excellence program. It is continuing in FY09 and one of the changes that has been made is to give a lot more control over the program to the campuses, specifically by giving them money up front rather than having the OOC reimburse them. The full summary report is available on the faculty Awards for Excellence site,

<http://awardsforexcellence.project.mnscu.edu/>.

Tom encouraged the Steering Committee to visit the site because it is easy to review all projects on that site.

### **C. Online Professional Development**

#### **Service-Learning**

Tutorial work along with 8 videos were created with help from Minnesota Satellite and Technology's (MnSat) . Anthony Miller, Faculty Project Specialist, talked about a video on service-learning. Anthony also discussed a video about helping faculty develop effective syllabi. Faculty and students were interviewed in these videos. Anthony worked on updating the content, made sure links worked and brought in more updated materials. There were a few different design palates, and they worked hard to narrow it down to two different templates. Now the service-learning area is easier to navigate.

#### **HR Code of Conduct**

CTL and the OOC HR department are working on online code of conduct training. Lynda mentioned that this is a complex topic and there is a lot of hard work being done on it. Bilal Dameh, Instructional Technologist, is working along with Anthony on this project.

#### **New Faculty Orientation Online project**

Anthony and Bilal are working on this project as well. Anthony noted that everyone involved in this project knows that one course won't fit all, but CTL is looking at different areas and components and trying to find out who needs what and we will develop different versions of the course aimed at college and university faculty and at probationary and adjunct or fixed-term faculty.

#### **D. Credentialing Courses**

Karen LaPlant has been newly hired to take up the work that Anita Olson had been doing with CTL as the Credentialing Courses Coordinator, and she is working on the online Philosophy Course. This online course is offered at no charge to system employees. It is online and a self directed course. Since its creation, 149 faculty have completed the course and 50 of them have already signed up for this year course, as of September 12. In the Southwest AE Course, 77 faculty have completed since Summer of 2007.

**Update:** At the close of this semesters Philosophy Course we have 65 faculty registered. 50-65 have signed up for the Southwest credentialing courses.

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

#### **A. CTL Campus Leader 2009 Brochure; CTL Campus**

##### **Designation Process**

Lynda explained that the CTL Campus Leaders Program is nearly half of CTL's budget. The Leaders Program has gone through some significant changes. Some of those changes are: CTL will not be paying CTL Campus Leaders directly, instead we are offering money directly to the campuses as matching funds. CAOs may spend a certain percentage of the match on compensation and a certain percentage for programming. Because CTL's announcement of the changes in the program was necessarily late (budgets in the Office of the Chancellor are not approved and final until after July 1), and the recent budget cuts throughout the system, CTL would not, for FY09, require campuses to make a full match. The Leader will now be part of a team of individuals that will be invited to come together to Leader meetings and work on campus institutional priorities. CTL's intention is to provide a venue at the fall and spring Leaders meeting for people already involved in faculty development issues. Cathy Summa encouraged Steering Committee members to participate in the Leader meetings and also be involved in the Leader program on their campuses. This way she feels that they can hear the things that Leaders and faculty are doing and thinking about on their campuses. The fall Leaders meeting is scheduled for September 24-26 at Cragun's, and the spring meeting for April 2-3, 2009 at Wells Fargo Place. At this time Cragun's is full but Spring may be a great time for Steering Committee members to attend. Martin Springborg explained that the fall meeting is considered a planning meeting and the spring meeting is when Leaders come together to talk about what they have done on their campuses during the year. Lynda noted that transportation may be an issue because CTL is not reimbursing for mileage this year. This fall's speaker at the Leaders meeting will be Milton Cox, Miami University of Ohio, Director for Teaching Effectiveness & Associate Professor, Center for Effectiveness of Learning & Teaching.

#### **B. STARLINK**

Zala reviewed the 2008-2009 Programming Schedule for Starlink. Along with the schedule he reviewed the cost and what the cost included.

#### **2008 Discipline Workshops**

Yvonne Shafer went over the discipline workshop upcoming fall schedule with the committee.

### **Call for Proposal**

The call for proposal for discipline workshops went out and will be open through October 30. Martin and Yvonne called attention to the emphasis on STEM disciplines.

### **Calendar**

Zala went over the Fall 2008 Calendar. He also talked about the Web Workshop archives. These archives are located at

[http://www.ctl.mnscu.edu/programs/educ\\_opp/webworkshops.html](http://www.ctl.mnscu.edu/programs/educ_opp/webworkshops.html)

<http://www.ctl.mnscu.edu/>.

### **C. RSP/ITeach**

Martin distributed the poster for the February 27-28, 2009 RSP/ITeach conference. The poster will be going out to campuses next week. It represents a great deal of discussion that has happened at RSP/ITeach planning meetings. The theme of learning in community addresses a range of topics like social networking, Web2.0, along with student learning communities, and working with other individuals on campus. The poster's tag cloud was created using items that were discussed at the last planning meeting.

The two keynote speakers at the event this year will be George Kuh and Sally Johnstone. George Kuh is the former Director of the National Survey of Student Engagement and he will be talking about community in higher education. Our own Sally Johnstone will be talking about using technologies to support learning communities. Sally has written a book titled *The Distance Learner's Guide*.

### **D. Grants Update**

Thomas went over the Grants Summary for 2008-2009. Thomas also walked us through the CTL Website and all the grant information available there on grant project outcomes.

### **E. BOT Award/Change Summary**

▶ CTL is finishing up work on the DRAFT Guidelines and Change Summary. Larry Lundblad expressed that he is happy with the overview of the program and thinks it's very helpful.

**3:45pm Meeting Adjourned**