

**MnSCU Center for Teaching and Learning  
Steering Committee  
Meeting September 14, 2000**

**Minutes**

**PRESENT: Gretchen Dorn, Jane Miller, Kathryn Kelley, David Laverny-Rafter, Jerry Noland, Kathy Nelson, Russ Lee, Chuck Lyons, Jack Miller, John O'Brien, James Kaplan, Linda Milne and James Pehler**

**ABSENT: Deena Allen, Jeanette Daines, Debra Japp, Jerry Johnson, Brenda Lyseng, Gayle Plank, Larry Oveson, Jeanette Rydberg, and Edward Schones**

**MINUTES: Nicole Larson**

**Introductions and action items from last meeting:**

There are two committee positions open: One president and one IFO faculty member. Kathy Nelson recommends Colleen Thompson or Ken Peders for the president position  
Steering Committee Members: Please let us know if you have any recommendations.

**Outcome of budget process for FY01:**

CTL expected a 10% budget reduction for FY2001, but CTL received the same amount as last year (\$825,000). Kathy thought it should be discussed as a decrease because cost of living increases were not added, and staff salaries will be increased. John brought up the Quality Initiative: Is it mandatory to set aside 10%? Jane informed that \$20,000 of the \$825,000 was taken out of the general fund to close "other gaps." So, actual budget is \$805,000. Requested \$250,000 carry forward.

John: Requesting 3.9 million to expand MnInstruct and TeachNet. May not have monies for specific initiatives. May give monies to campuses for campus based initiatives.

Kathy: Campuses were asked to discuss what they do if funding is the same, increased, etc. Campus to fill out matrix. We need to get the CTL voice out to CAOs and Presidents: "this is what we do to maintain...."

Linda: Survey data could speak volumes. Change headings in the budget report to show where CTL monies are actually being spent (ie: CTL Leaders change to Campus based CTL Leaders).

Kathy: Presidents do not clearly see how CTL budget monies impact campuses.

Gretchen and Kathryn are sending letters to Presidents and CAOs, informing them on which of their staff attended the summer conference.

## **Summer Conference:**

Gretchen went over statistics; including the number of no shows. For future events, may require a deposit to prevent no shows.

James K: Everyone should pay something - symbolic - you are contributing to this

Jane: Require \$75?

John: Money could go to students?

Gretchen discussed the next summer conference plans. Have the conference in August, in the metro area. Metro area is more welcoming to faculty of color. August date is not good for our budget timelines, but is good for faculty. Gretchen to find location soon. May need to plan more "down time" at the conference.

Video tapes of the speakers at the conference are available

## **Regional Conference:**

Kathryn discussed the fall regional conference. Flyers are out on the campuses and registration is online. Info needs to go out to administrators.

James K: Send information to unions?

Russ: Get a system wide mailing list? CTL leaders on each campus could send a list of all of the faculty at their campus?

Kathy: Regarding the campuses that had a lot of faculty attend the conference: did they do something special to attract their faculty to attend? Should we find that out?

John: Should send each President a complete list of who attends CTL conferences.

## **Orientation Video:**

There are two versions of the CTL Orientation video: one continuous version, and one version with inserted breaks.

Kathy: Show the video at the next President's meeting and at a CAO/CSSO meeting?

Chuck: Show at the Education of MN Conference at a kiosk?

## **Bush Update:**

Hired a Director: Jim Berg

David discussed active learning faculty survey. 555 responses - 56% response rate. Results showed: faculty want more training and technology, 80% are aware of CTL, there is an awareness of active learning. Report is finished.

Student survey is also finished. Received 1100 out of 1200 responses - 90% response rate.

Data is still being analyzed.

### **Kellogg Update:**

Kia Witte has left MnSCU and the Center for Teaching and Learning.  
Jane and Tim Price will handle the administrative pieces.

### **CTL campus leaders:**

Jane: Do we need to set accountability standards? Some leaders turn in a one page final report whereas others turn in a 12 page report. Should we send copies of reports to Presidents?

Chuck: Should we send copies of all CTL campus leader reports to each President, so s/he can compare? If a report is large, we could request a smaller report.

Russ: Should we assign a mentor to each CTL campus leader?

Jane: If a CTL campus leader becomes a "problem," how does CTL handle un-seating them?

John: Should talk to faculty association President

Kathy: Go to CAO

Kathryn: How do we handle CTL campus leaders that never turned in their final reports or budgets? Do not give them monies for next year?

### **Administrative infrastructure:**

Jane discussed difficulties in people getting paid. A follow up meeting is planned to hammer out a process. Will then bring process to CAO/CSAO meeting. Currently, we do not have a policy; different institutions do it differently.

James P: Campus President has the right to "reassign time." Campus would be reimbursed from the System Office. Recommend running process through unions.

### **Faculty development planning:**

Program Summary handout: Add new CTL campus leader orientation to programming list.  
Need to make our work more transparent to the whole system; add that to goals list.

### **Upcoming meetings:**

All meetings are from 10:00 a.m. - 2:00 p.m. on November 6<sup>th</sup>, 2000, January 23, 2001, March 30, 2001, and May 2, 2001.