

**Minnesota State Colleges and Universities
Center for Teaching and Learning
Steering Committee Meeting
September 14, 2004, 9:00 am – 1:00 pm
304 ETC Building, St. Paul**

Minutes

Present: Cheryl Avenel-Navara, Michael Berndt, Mike Connelly, Rex Gaskill (via ITV), Janet Henquinet, Debra Japp, Jim Kaplan, Russell Lee, Larry Litecky, Raymond Lou, Chuck Lyons, Stewart Ross, Keith Stover, Karen Thoms

Staff: Carol Steimer Bailey, Lynda Milne, Connie Schmitz, Mary Kne

Absent with Notice: Deena Allen, Nancy Black, John O'Brien, Larry Oveson, Mary Rothchild

Call to Order: Lynda Milne calls the meeting to order at 9 am.

1. Minutes from Previous Meeting:

Chuck Lyons moved the minutes be accepted; seconded by James Kaplan. Approved.

Chuck Lyons moved that today's Agenda as distributed with additional item: discussion on teaching awards. Seconded by Karen Thoms. Accepted.

2. Member Business

Vacant Appointment Update: The Committee needs an MSCF appointment. Lynda will contact Larry Oveson about the slot which has been empty since Gayle Plank's appointment expired. Committee recommendations for an MSCF member are welcome. James Kaplan suggests Paul Nelson in Bemidji. Karen Thoms suggests Karen LaPlant from Hennepin (Carol notes that Karen LaPlant is on sabbatical.)

Roles and Responsibilities Discussion: How should we better define roles and responsibilities to connect with other groups, committees, the faculty associations. Lynda noted that last year, for example, the faculty development survey was discussed at Steering Committee meetings for nearly a year, yet, as it went forth for approval to the IFO Board and to Meet and Confer, there were objections that it came without notice. Attendance at meetings and reporting back to constituent groups is critical. Everyone thought that links like the MSCF link from union website to CTL website to see news and actions was an excellent idea.

There was further general discussion on how committee members communicate with other interested parties and should communication be better defined in bylaws. Debra Japp reported that it is the IFO's position that no committee member represents the union's view in meetings. She reports back to the IFO board after attending CTL Steering Committee meetings. Chuck Lyons pointed out that the members are appointed by the unions, and are responsible to inform their unions. Jim Kaplan called for the minutes to identify specific action items for members.

Bylaws should be revisited to describe roles and responsibilities. Appointment methods should also be defined. For administrators, we might stipulate that there be one state university and one two-year college in each level of administrative appointments. Appointment or election could happen at the annual Dean/CAO meeting. Lynda will discuss that possibility with Linda Baer.

Keith Stover pointed out that the bylaws language about the two president appointees is questionable (one president to be the co-chair and one the past co-chair of the leadership council). He suggested that this be revisited.

Action Items :

- ? **Lynda to draft some expectations to present at future meeting. Janet volunteered to work with Rex to draft some expectations.**
- ? **Debra will talk with Cindy Weber about a link from IFO site to CTL Steering Committee minutes on CTL Web site**
- ? **Michael Berndt will do same for MSCF and will encourage Larry Oveson to get last member appointment made**
- ? **Cheryl, Jim Kaplan, Karen Thoms, Janet and Lynda will work on redrafting bylaws in particular looking at member appointment methods, roles, and responsibilities and will bring back to next meeting...will distribute before next meeting.**
- ? **Lynda also to contact Nancy Black and Larry Oveson to talk about this issue and get their perspectives**
- ? **Lynda will discuss administrator appointment process with Linda Baer.**

3. Old Business: Action Item Follow-Up (from June 24, 2004 minutes)

Ad-hoc group to revise bylaws : No progress made over summer. See discussion above for new action items.

Metro Alliance partnership for RSP 2005: Lynda received confirmation from Metro Alliance Chair, Phil Davis, that they would again like CTL to manage the faculty development day. It will be March 4, 2005. Location still to be determined, although there is general agreement that Minneapolis Community and Technical College is an ideal site, except for space for the keynote plenary. CTL staff and planning committee will explore whether there are nearby sites that could accommodate the conference—or just the plenary.

Additional general discussion on RSP 2005 included the following topics:

- Repeat keynote in the afternoon to split audience. Con: Split session would lose energy and shared experience
- Broadcast keynote to other rooms
- Research whether other institutions have classes on that date.
- Mixed success of discipline workshops needs improvement. Perhaps other substantive sessions should also be scheduled during that time.
- Program should be put online as early as possible.

Volunteers for planning committee:

- Stewart Ross, Karen Thoms, Jim Kaplan

Single systemwide faculty development day: Deena had volunteered to discuss with Linda Baer: has topic ever been addressed at Leadership Council? (It had come up in

discussion on the occasion of one of Lynda's post-survey presentations to LC. Deena is unable to be here today because she is at an AVC retreat. Lynda will follow up with Deena.

Presentation to Committee by Century College: Committee had asked at June 24 meeting that we invite Michele Neaton and leadership team to make a presentation to the Steering Committee on faculty development initiatives at Century College. Lynda asks if committee is still interested. General assent.

? **Lynda will invite Michele Neaton to November meeting.**

Teaching awards: Deena was going to follow up on the creation of a faculty task force so that they can begin to work on this project in the fall.

? **More information will be available from Deena after the meeting.**

4. Staff Changes and Update

Administrative Assistant: Mary Kne began September 2.

Associate Director Search: The search is almost complete. Lynda has three more reference calls to make. There are two very talented finalists.

Faculty Development Coordinator: Lynda put out a call in August for anyone interested in this position. We should be able to do 2.6 appointments. So far we've had two inquiries. If committee members know anyone who might be interested, please let Lynda know. Appointment length could vary from a 1-3 year appointment.

Event coordinator: The position is approved by HR, but still in classification system. Once classified it will then be posted.

5. Initiatives and Activities Update

Liberal Education Campus Conversations: At Northland, we received very mixed results to the workshops conducted by AAC&U's Barbara Hill. As a recently merged institution at two different stages of development with respect to general and liberal education programs, there were very different responses. Lynda will continue to discuss with Deena and work with Scott Magnuson-Martinson, faculty member at Normandale who is spending his sabbatical with CTL to explore this topic.

ITeach Online Center: ITeach site is up and live at <http://www.ctl.mnscu.edu/iteach/index.html>. Members urged to review and give feedback. Weekend seminars should announce that there is a faculty lounge, or "chat board", where issues can be discussed. It includes a new faculty handbook and tutorials. ITeach is in "soft launch" at this point, not widely promoted until better populated with resources.

MinnesotaOnline E-Curriculum RFP: Grant for electronic curriculum development, which is in its 4th year from Linda Baer's office. CTL will contribute remaining Bush grant money, possibly \$50,000, to this initiative. Application period is open until October 7. Carol serving on review committee.

6. CTL Budget FY05

Budget as approved: 19% decrease over FY04 in general fund allocation to CTL.

Committee felt strongly that it should write a letter to Linda Baer to stop the decrease in the CTL Budget, pointing out the impact on CTL programs, and particularly conferences and grants. In addition, CTL staff salary is paid with grant funds, so a decrease in grant money would further impact CTL in the future.

Presidents Litecky and Stover and Provost Lou argued strongly that:

- CTL uses its money to leverage other funding—like Bush grant.
- Most of CTL's budget goes directly to campuses and faculty benefit.
- Many colleges depend on the \$675 programming funds and stipend.
- Accreditation bodies looking more closely at faculty development. There has to be active faculty development going on. What proportion of total general fund is spent on faculty development?
- CTL will have to start doing less.
- A copy of letter can go back to committee to react to budget reductions
- CTL is an extraordinary spend for benefit. Multiplier effect on campus.

Other Funding Possibilities:

- Blandin Foundation
- Lumina Foundation. Response was not favorable previously, but we may be able to develop something in the future.
- Bremer

Action Item...

- ? **Lynda to draft a letter to Linda Baer and send to Steering Committee for further comment. Keith Stover will take to academic subcommittee of the Leadership Council.**

7. CTL Operations & Programs Report

Grants: Handout provided: David Laverny-Rafter did an analysis of 2003-2004 Learning That Lasts projects. There is more detail on CTL website. Demonstrates broad learning outcomes.

Events: Reviewed the July – October calendars.

Discussed how to get the word out on local conferences:

- CTL Web site is available to advertise other events
- Leaders can post to CTL leaders listserv
- ITeach Faculty lounge – create a discussion for campus-based events

Leaders Fall Workshop: CTL Leaders, ALAs, Deans and CAOs, Student Affairs Officers will convene at Rutgers October 28-30. For the 1st time in 4 years. Barbara Hill keynote. Ray Lou notes that weekend seminar with Peggy Maki is an exciting addition to week's agenda.

Bush Grant Evaluation: Learning that Lasts

Connie Schmitz, in a temporary role as LTL program director, reported that we are focusing on fall weekend seminars and getting in touch with ALAs. Fourteen institutions and twenty campuses have ALAs; their roles vary across campuses. We will be having a phone conference on September 24 with ALAs to meet each other, go over details for this year and ask what support CTL can provide getting feedback for discussion topics and issues. There are year-end reports on each campus Web site. The reports show substantive results, as does Connie's handout report summarizing her campus visit reports; they are brief and compelling about changes that can happen with ALA activity.

8. Systemwide Practices and Goals in Professional Development

Continued discussion about how CTL can expand its role in a) researching and inventorying systemwide practices and resources in faculty professional development, and b) encouraging systemwide goals and standards of practice.

President Stover notes that within the Leadership Council and in Board of Trustees agendas there is more focus on academic and student affairs, changing from earlier attention to finance and audit. Asks if we can use that opportunity to have President's share what faculty development they are doing. Each campus president has now a rotating opportunity to present to the Board. Good chance to talk about faculty, how they hire, develop, and keep them.

Jim Kaplan asks, since RSP is biggest thing we do all year, are there ideas about priority or themes? Committee looks at proposals and tracks them to see which way the proposals are trending. Incivility...subject people are interested in. Or politics in the classroom. How to make diversity work in classroom. Realizing Student Potential is a good overarching theme and have submissions ordered by committee. Word of mouth is that it is a good conference and worth coming in for.

Meeting adjourned at 1:00 pm

Next meeting – November 18, 2004. All meeting dates listed at
<http://www.ctl.mnscu.edu/about/committee.html>

Notes by: Mary Kne / Lynda Milne