

**MnSCU Center for Teaching and Learning  
Steering Committee Meeting  
September 20, 2001**

**Minutes**

**PRESENT:** Gretchen Dorn, Jane Miller, Kathryn Kelley, Brenda Lyseng, Jerry Noland, Jim Berg, Jack Miller, Jeanette Daines, John O'Brien, Lynda Milne, James Kaplan, Karen Thoms, Deena Allen, Chuck Lyons, and Russell Lee

**ABSENT:** Diane Pearson, James Pehler, Kathy Nelson, Debra Japp, Larry Oveson, Gayle Plank, Jeanette Rydberg, Edward Schones and Colleen Thompson

**MINUTES:** Nicole Larson

**Additions to the agenda**

Under Steering Committee Business, please add "CAO responses to the CTL Leader Selection Checklist."  
Under MnSCU work-plan, please add "Strategic Plan."

**Review minutes from previous meeting**

**Terms of appointment**

Faculty appointments are made by the union presidents. Should we ask the union presidents to consider diversity when they're appointing faculty? We should list "position status - voting or non-voting" on the Steering Committee list. **We need to search for the CTL Steering Committee by-laws/charter.** We need to come up with a proposal for length of terms.

? Jane will draft a policy stating that terms will be for 3 years, with staggering departures. This policy will then be circulated for approval.

There should be two presidents on the committee, and we currently have Kathleen Nelson and Colleen Thompson. There should also be two CAOs, but we currently do not have any CAOs on the committee. Jerry Johnson was on the committee, but he is no longer the CAO at Dakota County Technical College. Does anyone have any recommendations for the **two open CAO slots**? Someone suggested JoAnn Frederickson from Southwest State University, and Jane Earley from Mn State University, Mankato. We also **need another "UTCE" representative**, to have a total of 3.

When asking people to be a member on the CTL Steering Committee, we should ask about his/her availability to make sure that s/he can consistently attend the meetings. Are we able to add slots to the committee? If so, could we add some deans? **Should there be a student on the committee?** Are we violating a system-wide policy by not having one on the committee? Should we re-evaluate the categorization of our committee? Faculty representation needs to be the majority. **Could we change one of the open CAO seats to a dean seat?**

? It was moved and seconded that the administrative slot be broadened to include deans. **Motion carried.**

Does anyone want to recommend a dean? We need an accurate list of deans – the system office does not have one.

**Co-Chair election/leadership**

Duties of co-chair: Reviewing/approving agenda prior to the meeting, participate in sub-committees within the CTL (ie: hiring of faculty development coordinators), and conducting the meetings. Is anyone interested in being nominated?

? It was moved and seconded that a new co-chair will be elected at the November meeting and the committee prefers that the chair be filled by a Technical Educator representative. **Motion carried.**

### **CAO responses to the CTL leader selection checklist**

Should we continue to gather responses? How should we proceed from here? Should we draft a statement stating that in order for faculty development to be integrated into the institution, we need administrative and institutional support. The statement should come from the chancellor. Should each campus grant release time for faculty development? Faculty might be more interested in becoming CTL Campus Leaders if there was more campus support.

We need to look at the term lengths of our current CTL Campus Leaders.

Should we offer campuses a list of CTL/faculty development activities/options and let them choose what they would like to participate in? But we want to make sure that it does not look like we are saying, “cut one of your programs, but increase faculty development.”

How does Instructional Technology fit in here? OIT wanted to gather a group of IT Leaders. Should they rethink this? Would there then be CTL Leaders and IT Leaders, or should they be combined?

When asking campus for “leaders,” we need to look at the number of faculty on each campus. Some campuses have 300+ faculty, whereas others have only 8. Should we have a team of leaders concerned about faculty development in general – which would include OIT, Global Ed, Diversity...etc? Global Ed is seen as an “add on” – could it be made part of the “centralized” faculty development effort?

We need to figure out the best way to get our point across and need to incorporate our ideas into the work-plan.

### **MnSCU work-plan and Office of the Chancellor**

The Chancellor wants to make it clear that we are all MnSCU – it is not “us” versus “them.”

He gave the impression that he supports what CTL is doing, and faculty development in general. He believes that faculty are critical to the success of MnSCU. ~~There may be some reorganizing in the “system office” and faculty development may move out of Academic Affairs~~ (sentence is to be removed from minutes per the 11-9-01 meeting). Dolores Fridge (Equal Oppor/Diversity) and Bill Tshida (Human Resources) are in charge of a lot of the issues on the Chancellor’s work-plan. Jane has plans to meet with Bill to discuss professional development. The CTL work-plan is a working document – please mark “DRAFT” on your handout.

### **Budget and programming**

CTL was able to get the same budget as last year, plus \$700. Labor costs are going up. May or may not receive the \$130,000 carry-forward request. The budget figures on your handout are almost identical to last years figures, except that the amount for Discipline workshops has gone up. Jane’s salary comes out of another fund. Jim and Jerry’s salaries comes out of Bush match.

Grants to faculty that want to bring students to a national conference do have a significant impact on students and their career choices/completion of program but we do not have a funding line for that type of grant. Should we create a fund for “ad hoc” programs? But, where would we get the money from? Should we look at other grants? Should we pursue a partnership with someone?

At CTL conferences, we should have a grants session with a panel of faculty that have received grants. We should also talk about resources where faculty can search for extra funding.

### **Staffing**

Roseanna Ross was not able to replace Kathryn Kelley. On Friday, the position posting will be mailed to all IFO faculty individually.

### **New faculty information packs**

CAOs were sent a memo discussing the new faculty tool kits and an order form for them to list their new, full-time, tenure-track faculty.

? CTL to send a reminder to CAOs that have not responded.

New faculty should be encouraged to attend the CTL summer conference (the summer before they start teaching). And we should have a “new faculty reception” and “new faculty sessions.”

The president at St. Cloud State University met with Karen Thoms to discuss his concerns about new faculty retention. New faculty workshops at the beginning of the semester was too much – information overload. Karen now holds new faculty workshops two Wednesdays a month for 1<sup>st</sup> and 2<sup>nd</sup> year faculty. She has identified issues/things they need, and is asking new faculty, “what do you need for these sessions next semester?” New faculty need the “nuts and bolts.” Should we have Karen talk about her program at the fall CTL Leaders’ Workshop? We also need to think about part-time faculty. They deal with some of the same issues as new faculty. Faculty interviewing for positions are asking about faculty development centers at the campus and want to see them.

### **“Crossing Borders” summer conference follow-up**

CTL saved about \$15,000 by borrowing equipment from campuses. CTL might want to look for speakers that create a presentation catered to us, instead of those that have a standard generic presentation.

### **Bush Learning by Doing program**

Please see two handouts. “Active Learning Works” was mailed to faculty, presidents, CAOs/CSAOs, board of trustees, office of the chancellor staff, union presidents, state-wide student association and the Bush Foundation. This fall or winter, there will be a MnSCU Performance newsletter devoted to the LBD program

### **Future meetings**

Friday, November 9<sup>th</sup>, 2001 – 10am-2pm – Conference room 321 – ETC bldg.

Thursday, January 17<sup>th</sup>, 2002 – 10am-2pm – Conference room 321 – ETC bldg.

**On November 9<sup>th</sup>, we will schedule the remaining FY2002 meetings.**

Do we always have to hold our meetings at the ETC building in St. Paul? Could we hold our meetings at a campus? **We will discuss this at the November 9<sup>th</sup> meeting.**