

**MnSCU Center for Teaching and Learning  
Steering Committee Meeting  
November 6, 2002 - Bemidji State University**

**Minutes**

**PRESENT:** Rex Gaskill, Judy Harris (ITV), James Kaplan, Russell Lee, Chuck Lyons, Brenda Lyseng, Lynda Milne, John O'Brien, Stewart Ross, Keith Stover, Karen Thoms

**ABSENT:** Deena Allen, Jim Berg, Jeanette Daines, Debra Japp, Larry Litecky Jack Miller, Larry Oveson, Diane Pearson, James Pehler, Gayle Plank, Edward Schones, Lori Schroeder

**MINUTES:** Nicole Larson (ITV) and Brenda Lyseng  
(? denotes action item)

**Minutes and Review of Agenda**

Under "New Business" add: new members, ctl staffing issues, ctl roles/processes study, events updates, OIT updates

Fall Conference Update: November 7-8, 2002 at Bemidji State Univ. – 216 participants registered.

**Action Item Update**

- a. Distribute Steering Committee mission and bylaws.  
There is an error in the last paragraph of the mission and bylaws; should read "...shall be resolved through voting by the **10** faculty members appointed..."  
It was moved and seconded that under committee roles & responsibilities, we add "The CTL Steering committee will assure alignment with MnSCU strategic planning." **Motion carried.**

How do we get to more substantive decision making discussion with the Steering Committee?

Goal: More communication and more engagement of committee members (eg: issues that have come up with Faculty Innovation Grants). Should we create a matrix of levels of involvement of steering committee members in our programs/activities?

Suggestions:

- a. Change order of the agenda so we are talking about CTL activities, etc. at the beginning of each meeting
- b. Encourage steering committee members to be deliberate about reviewing grants, conference planning, etc.
- c. Ask for more input via e-mail for issues that come up between steering committee meetings
- d. Involve a steering committee member in each program area etc. and his/her role is to report back to the rest of the steering committee. A member working on a program area could ask that a topic be brought to the whole steering committee

Table any decisions until we have time to think about this.

How do we underscore that we serve faculty, not staff? How do we communicate that there is a gap without taking responsibility for it (eg: no staff development at system level but we don't believe that is our role)? Our CTL mission statement refers only to faculty.

Problem is the dual title of CTL Director and Director of Professional Development. Can this be addressed in the internal CTL role clarification study? But there hasn't been confusion that the role of CTL is to serve faculty only. The position won't be posted until the study is completed. Can the steering committee address this? Should we send a letter to Linda Baer addressing the System Director of Professional Development job title and responsibilities of that position? Should the committee write a letter, recommending that Lynda Milne's title be changed to System Director for Faculty Development?

It was moved and seconded that the CTL steering committee recommends that the CTL director title be changed from System Director of Professional Development/Director of CTL to System Director for Faculty Development in order to match the existing position description, match the CTL mission, and clarify ambiguities inherent in the present two titles. **Motion carried.**

? It was moved and seconded that this request be made to Linda Baer via a letter by the Steering Committee chair (Jack Miller). **Motion carried.**

c. CTL campus leader appointments

There was a lot of interest in this topic at the CAO meeting last week. There were a couple requests asking for a mandated selection process. Do we have a list of the processes campuses are using when selecting CTL campus leaders? Should we share this list/summary with the CAOs? We were successful this year – do we want to go another step? Prescribe some options? If we are under study right now, is this the right time to do something that will alienate the faculty? If the CTL leader is NOT your professional development leader (released time, etc), then we encourage diversity over time. We need to recognize that there are different models – and share the different models with the campuses. Should we offer grants to help develop centers on campus? We can talk with leaders and use the Designation Form to compile info about the different models and then share this. We can also share ideas about the life cycle of a center. We also need to better specify the idea of rotation – may not always be the in the best interest of the campus. Faculty development coordinators will be conducting campus visits. During these campus visits, they will inquire about release time, resources and space available to the CTL campus leaders on campus. CTL can offer suggestions for further types of support that could be possible. Write a summary of the campus processes. We should ask leaders to reflect on how they were chosen – did it work? Require this as part of the CTL campus leader final report.

d. Cost Center change

Title changed to CTL leader support - done

e. Budget

Revise graphs on 3-year history FY03 projection handout (amounts on the Y axis are different) – not done

New members

IFO appointments: Jim Kaplan and Russ Lee were re-appointed to 3-year terms. Stewart Ross and Janet Henquinet are new IFO members.

MSCF appointments: We are still waiting for a TC appointment.

? We also need to talk with Gayle about her appointment because she usually is not able to attend.

Chuck Lyons has been re-appointed to a 3-year term.

Side note about the New Faculty tool kits: Some faculty on Mn State University Mankato campus that are fixed-term were wondering why they did not receive a new faculty tool kit. Due to budget reasons, we were only able to give the tool kits to tenure-track faculty. Someone at the leaders' workshop suggested that we reduce the number of books, and give a tool kit to all new faculty, versus just to tenure-track faculty. Or give a supply to CTL leaders and they give away in exchange for coming to programming centered on the books. Send them the same number we gave them this year.

? Ask leaders to propose a plan for using the books. We need to revisit this.

? Should we set-up ITV for future CTL steering committee meetings?

## **New Business**

### CTL staffing issues

We still have not filled the TC faculty position. Issues for not being able to fill:

- 3 were not qualified: lacked background in faculty development on their campus
- 1 did not have permission from the CAO
- Lack of ability to come to St. Paul for 3 years. Staff has discussed this and decided that the person does need to be in the office.

We have asked CAOs, union leadership, and campus leaders to make suggestions. Should we consider making this a 1 year position? Would that make it easier for the campus? Currently, these are 3 year appointments, renewable each year. Should we look at part-time faculty? Should we hire 2 part-time faculty to fill the 1 TC position? Perhaps 2 part-time positions filled by 2 part-time faculty? We may lose the flexibility of traveling to conferences, etc. But, it would make the pool of possible applicants larger. Do we need to fill the open position with someone from a TC campus? Or at this point, can we hire someone from a CC or University? Do the positions need to be rotating? Is there a requirement or policy that the positions be rotating, or is it just past practice? Should we have 1 permanent administrative position and 2 rotating faculty development positions; 1 from a 2 year campus and 1 from a 4 year campus?

? Lynda will discuss this idea with Deena Allen.

Brenda's CC faculty position needs to be filled by next fall.

### CTL roles and processes

By January 2003, we need to present a status report. In the status report Lynda to describe efforts we have made thus far. Who is the audience? The Leadership Council.

- Lynda has presented to the Leadership Council.
- Lynda has talked to CTL Leaders at the CTL Leaders' Workshop and surveyed them (What teaching and learning on your campus is CTL directly responsible for? Indirectly? What topics should CTL be addressing? Usefulness of our website and communications?)
- Lynda also addressed the CAOs and deans at the CAO retreat the last week of October. CAOs were asked the same questions plus: what should CTL NOT be addressing? How should we be getting/giving information – Presidents/CAOs/campus leaders? Surveys have not been collated yet. This session was not set up in an ideal fashion to fully explore the idea.
- A section of the report should reflect the possibilities when there IS a centralized faculty development (eg: bring in large grants, integrate our system via state-wide conferences, strong leadership on the campus, stronger network across institutional, disciplinary borders). Some of these things are intangible and harder to measure. We need to keep track of the stories.
- Need clear measures of success of the projects/activities that we fund. What impact did it have on student learning? Need to operationalize those questions and help people know where and how to answer those questions.

? Lynda would like to have an ITV meeting to present her plan thus far. There is a task force of people that are willing to help. See last meeting's minutes.

It was moved and seconded that under committee roles & responsibilities, we add "The CTL Steering committee will assure the effective and leveraged use of system and external resources (eg: conference and grants)." **Motion carried.**

### **Future Meetings**

January 24, 2003 (Friday), 10am-2pm, Room 304 in the ETC building (St. Paul)

March 25, 2003 (Tuesday), 10am-2pm, Room 304 in the ETC building (St. Paul)

May 7, 2003 (Wednesday), 10am-2pm, Room 304 in the ETC building (St. Paul)