

**Minnesota State Colleges and Universities  
Center for Teaching and Learning  
Steering Committee Meeting**

November 16, 2006

Office of the Chancellor, Conference Room 3304 (west side atrium) 3<sup>rd</sup> Floor,  
30 7<sup>th</sup> St. E., St. Paul

**Minutes**

**PRESENT:** Cheryl Avenel-Navara, Jim Berg, Deb Buerkley, Nancy Black, Frankie Condon, Elizabeth Dunn for Tim Kroeger, Zala Fashant, Louise Hoxworth, Karen LaPlant (ITV), Kathryn Kelley, Larry Oveson, Doug Thompson, Larry Litecky, Lynda Milne, Sharon Oliver, Stewart Ross, Martin Springborg, Cathy Summa, Tom Wortman

**ABSENT WITH NOTICE:** Deena Allen, Josephine Books, Kathi Hiyane-Brown, Debra Japp, Raymond Lou, Stacy Wells

**MINUTES:** Lynne Goldetsky and Lynda Milne (▶ denotes action item)

**9:10 Meeting Called to Order** Lynda Milne called the meeting to order.

**Minutes and Review of Agenda**

Minutes were reviewed. Cathy Summa pointed out the bulleted changes to the IPESL Grants were not included. Kathryn Kelley suggested adding an addendum with each discussed IPESL change to the printed minutes. The Committee approved the minutes with the suggested change.

Agenda was accepted as written.

**Member Business**

*Welcome New CTL Staff*

Four new CTL staff members were welcomed:

- **Deb Buerkley**, Faculty Project Specialist; College Faculty Awards for Excellence, IPESL, and Board of Trustees Award for Excellence in Teaching
- **Lynne Goldetsky**, Administrative Assistant.
- **Thomas Wortman**, Assistant Director for Grants.
- **Stacy Wells**, Faculty Project Specialist; Core Outcomes Study

Lynda informed the committee a remembrance of Carol Steimer Bailey is planned by her family for May 19 in Wisconsin to honor her memory.

## Initiatives & Activities Update

### *College Faculty Awards for Excellence (CFAE)*

Lynda gave a brief overview of the College Faculty Awards for Excellence and asked David Laverny- Rafter to navigate a tour of the reporting Web site. He explained the process for reporting on a project while guiding the committee through the Web site. He demonstrated and explained the format, revised since the September meeting per the Steering Committee's recommendations, modifying wording and categories, and streamlining the entry of principles, strategies, dissemination, and sustainability, and how goals are achieved. He noted that the Web site can only be accessed from a system IP address (i.e., using a campus or Office of the Chancellor computer, or a Citrix client or VPN connection). He pointed out that very few questions have been generated from the Awards for Excellence faculty using the site. The Committee commended CTL for doing an excellent job in designing the tools for reporting on the CFAE website.

### *Initiative to Promote Excellence in Student Learning (IPESL)*

Lynda Milne gave a brief overview of the Initiative to Promote Excellence in Student Learning (IPESL) and again asked David Laverny-Rafter to navigate a tour of the reporting Web site. David explained the process for reporting while guiding the committee through the Web site. Lynda explained the differences between reporting formats for IPESL and CFAE. Questions were asked and answered. Discussion topics included the need for more clarity in who is responsible for the "project" and the January 15, 2007 interim reporting date. After much discussion and clarification of the purpose for the January 15, 2007 interim reporting date, Cheryl Avenal-Navara made the following motion: to move the interim report date for IPESL from January 15, 2007 to Monday, February 26, 2007. Following more discussion the motion was unanimously approved.

►Lynda will ensure that CAOs and IPESL project managers are advised of the extension in reporting date.

►CTL agreed that it could and would fill in the reporting template for each IPESL prospectus with the basic data provided in the original prospectus (project name, contacts, abstract, budget, etc.). This can facilitate completion of the interim and final reports for IPESL project managers.

The Committee discussed the concept of "competitive compensation" on which the IPESL program is based, making no recommendations. Lynda referred committee members to the IPESL Web site at <http://ipesl.project.mnscu.edu>, where a section on "Legislation" provides links directly to the legislative language appropriating funds to MnSCU for "competitive compensation."

House of Representatives, New Laws 2005:

<http://www.house.leg.state.mn.us/hinfo/newlawsart.asp?yearid=2005&storyid=188>

H.F. No. 1385, 4th Engrossment - 84th Legislative Session (2005-2006)

<http://www.revisor.leg.state.mn.us/bin/bldbill.php?bill=H1385.4&session=ls84>

The committee then broke into smaller College and University groups to review the reporting format for the IPESL projects. Following the small group, or "caucus"

meetings, which were viewed as helpful, the Committee made the following recommendations. The College group recommended that the “status” section of the reporting form (and the Web site’s FAQ) include an explanation of how to report when a final budget varies from the original budget proposed and how, when, and who follows up to the submitter when there are budget or project variances.

The University group stressed and emphasized the idea that assessment of true learning outcomes often requires more time than the IPESL timeframes permit, and will likely require longitudinal follow-up efforts. The committee discussed the concern that the \$12 million funding of the grants as issued for the biennium and is only a one-time allocation, inconsistent with the philosophy of the actual projects being funded, especially where they are viewed as on-going and sustainable. Lynda directed the committee to review the legislative wording of the funding in the link on the IPESL website, and to remember that this \$12 million has been added to the system’s base budget allocation. Other Steering Committee members suggested they become involved in the next round of discussions for future funding, which brought up brief discussion of what is the role of the Steering Committee with regard to this initiative, its evaluation, and long-term assessment of faculty development. No conclusions or decisions were made.

Lynda then asked the Committee to review the format of the Steering Committee meetings and address change suggestions to her. There was agreement among the committee to continue the college/university caucus approach for specific issues during the meetings.

#### *BOT Award for Teaching Excellence*

The Board of Trustees Award for Teaching Excellence announcement was emailed to Presidents and CAO’s on October 19, 2006 and several members of the committee announced as of today they had not received the information from their campuses. Jim Berg suggested follow-up phone calls be made to encourage campuses to get the word to their faculty.

►Lynda stated the CTL Campus leaders will be asked this week whether the campus has announced the award to the faculty on their campuses.

#### *Discipline Grants*

Martin Springborg and Thomas Wortman are working on the process of changing the grant application format for discipline workshops to be more consistent with the other grant opportunities in CTL. The model they described is based on a PLEAS initiative: parallel, logical, easy, accessible, and sustainable.

## **CTL Operations and Programs Report**

#### *CTL Staffing*

Lynda reported one open position posted since July for a Faculty Coordinator for University Faculty Professional Development is still open and there are no qualified applicants at this time. Lynda also announced the hiring process of one Faculty

Development Coordinator for Tech Education and one Faculty Project Specialist for Core Outcomes is in the final stages.

#### *RSP / ITeach 2007*

Posters for the March 1-3, 2007 RSP/ITeach conference were distributed. Committee members were asked to post them on their campuses. The call for proposals ended yesterday and as of this morning 76 were in. Students attend the conference free of charge.

#### *Leaders Fall Workshop, Oct 2006*

Lynda summarized the conference and the joint meeting with Deans and CAO's. Zala Fashant discussed the timing challenges of the meeting due to combining the Deans and CAO's with the Fall Workshop. The committee discussed the joint meeting in regard to timing and value. Frankie Condon voiced a concern regarding the productivity of a joint meeting with leaders and Deans and CAO's. Suggestions for the future meetings included a "pre-coach" approach to the data analysis discussion with the Deans, to schedule joint meetings every few years not every year, and to include caucus time at the workshop. Lynda stated she will speak with ASA to try coordinate future joint meetings to be better timed and structured for CTL. The feedback from the Regional Group meetings was very positive.

#### *FY07 Initiatives Update*

Core Skills Initiative: Lynda introduced Stacy Wells, Faculty Project Specialist, who is working on the Core Skills Initiative. The committee discussed approaches and appropriate wording to describe the process, as they were concerned about the recognition of prior and current efforts of each campus in these areas (Transfer curriculum, Higher Learning Commission and AQIP accreditation, outcomes assessment, etc.). They suggested the CTL Core Skills Initiative program be discussed with consideration to what is currently in place at the campuses. Suggestions included to describe the initiative as a study with the object of creating a compendium or library, and to share systemwide how each campus defines and disseminates core outcomes to students. The committee suggested that the language announcing the study underscore its benefits in making the data available to be shared, providing an opportunity to learn from others. Lynda made it clear the purpose of the initiative is not to try to establish any standards or recommendations, and agreed with the committee that words such as "report" and "evaluate" should be avoided in respect to this initiative. She explained that instead of the originally planned conversations, the faculty staffing this initiative would do research on available information about each institution's core outcomes and ask chief academic officers to verify it. She also explained that only campuses requesting a conversation about core skill outcomes with CTL staff would now be visited. A recommendation from the committee was to frame the approach not by asking campuses to "verify CTL's research" but as an invitation, with questionnaire, asking each campus to participate in the study by providing information about their core competencies. Larry Oveson suggested that if campuses should not respond with information on their core competencies, CTL staff would only then research the publicly available information and request a confirmation or corrected response of the outcomes

to complete the data collection list. The committee agreed on that this initiative will hopefully generate and stimulate much needed discussion at the local campus level.

*Spring Discipline Workshops*

Martin Springborg mentioned the schedule of spring workshops is already to go.

**1:00 Meeting Adjourned.**

- Lynne Goldetsky and Lynda Milne