

**MnSCU Center for Teaching and Learning
Steering Committee Meeting
November 17, 2005
Office of the Chancellor, Board Room B, 30 7th Street E., St. Paul, MN 55101**

**Minutes
(DRAFT)**

PRESENT: Cheryl Avenal-Navara, Richard Brown, Mike Connelly, Zala Fashant, Janet Henquinet, Louise Hoxworth, Larry Litecky, Raymond Lou, Lynda Milne, Sharon Oliver, Stewart Ross, Carol Steimer Bailey, Keith Stover, Karen Thoms

ABSENT WITH NOTICE: Deena Allen, Michael Berndt, Nancy Black, Sue Howard, Debra Japp, Dick Johnson, Mary Rothchild, Martin Springborg

MINUTES: Mary Kne/Lynda Milne (► denotes action item)

Minutes and Review of Agenda

Minutes were accepted as written.

Since this was the first opportunity for committee members to review the minutes, Lynda indicated that should committee members find changes they would like to recommend they should let her know and she will amend the notes as indicated.

Agenda was accepted as written.

Lynda added that committee members should let her know if they would like to suggest changes to how the meeting is run.

Member Business

Welcome New Members

Three new committee members were welcomed:

- **Josephine Books**, Inver Hills Community College. Josephine wants to participate on the CTL Steering Committee to increase committee membership by underrepresented groups. Although previously reluctant to participate on committees, she understands the impact she could have on education policy by becoming involved.
- **Tim Kroeger**, Bemidji State University. Tim is a staff member at the BSU Center for Professional Development Staff, so serving on this committee is a logical extension of that work.
- **Cathy Summa**, Winona State University. Cathy is very interested in faculty development. There is a faculty development group at WSU and they are working on a new model to provide opportunities for faculty and staff. She is

the interim director of the project this year and co-chaired the committee for last two years. She is also on the IFO Board of Directors.

The committee reviewed member appointment terms:

- Jim Kaplan has retired from the committee after serving since 1999. Committee members signed a thank-you card for him which CTL will send along with a formal thank you letter and “Star Award” for his participation.
- Stewart Ross confirmed he has been appointed for another two year term.
- Keith Stover is willing to remain on the committee at least this year.
- Larry Litecky is willing to be reappointed for two more years on the committee so his and Keith Stover’s appointments don’t expire at the same time
- Mike Connelly’s 3 year terms was to end December 2005, but he has a letter from MSCF President Oveson extending his term for the 2005/2006 year.
- Janet Henquinet was confused about the end date of her appointment; roster previously said appointment ends Dec. 2006, now says Dec., 2005. Milne pointed out her error on earlier roster; 2005 end date is correct. Henquinet was appointed Nov, 2002. Both acknowledged that Henquinet actually began attending meetings in Jan., 2003, but couldn’t re-arrange schedule to attend in the fall.
- Cathy Summa offered to take Janet’s expiring appointment back to IFO board, and will ask Nancy Black to put back on agenda to make the appointment, since they have had several faculty express interest. Milne said to take back to the Union the idea to avoid mid-academic year appointments and to make a new appointment for Janet or extend her appointment through to the Fall.

The Committee discussed appointment terms at length, i.e., when they should happen, how to notify parties and which end of the year we should use, fiscal or academic. Committee agreed on two changes: all appointments would coincide with the full academic year, and in December of each year, CTL will notify the IFO, MSCF, ASA Leadership Council and Sr. Vice Chancellor Baer of appointments that will expire at the end of the current academic year. With that length of notice, they will have six months to appoint a replacement representative.

The committee also discussed having the optional summer meeting in June, following practice since 2002, but calling it a retreat instead. All committee members – those with expiring appointments as well as newly appointed members – would be invited to the summer retreat. This will allow for a smoother transition period and a space to talk about visioning and strategy.

► Milne was charged to draft language by the end of next week, distribute it to committee members for review and put amended bylaws up for vote at the next meeting.

By-law change:

- Change summer meeting name to Summer Retreat and invite both departing members and newly appointed members to help with the transition.

- Notification to all groups in December for new appointments for the next academic year.

Stover proposed amendment. Karen Thoms seconded. All in favor.

Milne proposed changing all current appointments to end in August. This means that 2005 enders would move to August 2006 with union permission. Those on automatic calculations would move from October 2008 to August 2008, September 2007 back to August 2007.

► Lynda Milne should prepare correspondence to notify parties about the adjustment and make the adjustment to the nearest end of year.

The Leadership Council can make two presidential appointments from ASA committee to last at least 1 or 2 years. Litecky and Stover had both served at least 3 years. We have a CAO/dean position open as well. Linda Baer has asked us to suggest some people and then her office will invite the candidate(s) to accept an appointment.

► Lynda will work with President Stover to draft an item for the Leadership Council agenda to regularize the process for those appointments.

Initiatives & Activities Update

Designed for Learning Pilot

Richard Brown announced that the project is underway. We are establishing an advisory committee and have received IFO and MSCF appointments. We are still looking for student unions appointments and some members from the Chancellor's Office which should be established within the next week. We had a weekend seminar on October 14 for those interested in submitting proposals. It was mandatory for at least one member of each proposal team to attend this meeting. There were 30 participants at that meeting. We have no idea how many proposals to expect. The first round of submissions that are due December 2.

Some of the disciplines represented at this meeting were:

- English
- Math
- Communication
- Chemistry
- History
- Office Tech
- Science
- Student services

If you are interested to know more about what disciplines were represented and what the numbers for university and community and technical colleges were, please send an email to CTL and we will be happy to send you the summary information.

Committee members wanted to know how the dates were chosen for this program and expressed concern that it excluded some people. Lynda explained that they were worked out the dates in collaboration with our NCAT partner and faculty and steering committee members who attended the August 19 planning meeting. We tried to be as open as possible, but part of the problem was that the NCAT contract was signed in mid-August and at the August 19 Designed For Learning planning meeting we went through the timeline to identify dates, working back from the deadlines and how much time would be needed for each process. Unfortunately, all dates were bad for someone.

Faculty Development Survey

Committee members received the overall summary data for the Faculty Development Survey and were asked to read the data for 10 minutes and then suggest different analyses they might like to see. The Survey will be revisited at the January Steering Committee Meeting.

Concern was expressed at how faculty knew about the survey and many surveys ended up in email quarantine boxes. Did CTL send out notices, what was done. Lynda Milne explained that the 2003 survey was done through the Deans, CAOs and CTL Leaders who sent out notice of the Web survey to faculty. Invitations to take the 2005 survey were distributed in direct emails to faculty from the survey administrator, MSU Mankato's Organizational Effectiveness Research Group. They received email addresses from campus IT departments (complete and correct faculty addresses are not available at the system level). We've discussed with the survey administrators some of the processes that weren't very effective. Still, this year's response rate of 2095 respondents was an improvement over 2003. We will be doing an executive summary and publishing on the CTL Web site.

Each CTL Campus Leader has received their campus survey results. Stewart Ross commented that the survey was incredibly valuable, especially the additional 5 questions that CTL leaders were able to add to the survey for their campus. He also noted that 2005 survey participation at MSU, Mankato was considerably increased. Janet Henquinet suggested that CTL Leaders could be asked to indicate in their Annual Report whether or not they felt that the survey had been effective.

Some interesting findings emerged from the survey:

- repeat CTL offerings possibly at different locations. Might we have a traveling road show with two different locations while a speaker is in town?
- tech colleges, like all institutions, want focus on critical thinking and problem solving
- motivation and retention of underrepresented groups is a priority

There was lengthy discussion about CTL, Student Affairs and the Diversity Office and the possibility of partnering with them to work together for some events. Rather than

always working separately, we could weave diversity, student affairs and retention into all that we do. While achieving this partnering has been difficult in the past, the committee would like us to try again. Cathy Summa suggested inviting Whitney Harris, Executive Director of Equal Opportunity and Diversity, and Mike Lopez, Associate Vice Chancellor for Student Affairs, to the CTL Steering Committee meetings, possibly as Office of the Chancellor Non-Voting Resources.

Committee discussion turned to duty days and the possibility of having a state-wide duty day so more faculty could attend RSP. Keith Stover proposed putting the question on the Academic Affairs agenda.

► Milne will follow up with Stover to get this item on the Academic Affairs agenda.

FY06 CTL Budget

Committee members reviewed the CTL Budget. Lynda Milne reviewed previous budget cuts and pointed out that rather than being cut, CTL budget was increased slightly this year. She also explained some accounting errors that delayed full assurance of the CTL budget until three months into the fiscal year. Because of this accounting delay, we were unable to renew the contract of one part-time faculty development coordinator. In prior years, we had had some funding in addition to Bush grants. Lynda reported that she and Karen Thoms had, at the Committee's request, drafted a memo to Linda Baer about CTL funding last year. Linda had not been aware of the significant level of cuts that CTL had incurred, and assured full funding in this year's budget. She also assured that CTL receive funding for an instructional development grant program (from the Chancellor's initiatives budget). She noted that the budget spreadsheet does not include NCAT budget.

CTL staff now includes one full-time and two part-time Faculty Development Coordinators working two days per week each. Milne expressed doubts about the viability of current CTL staffing. Since 2002, the 3.0 FTE faculty development coordinators have been converted to 1.8 FTE faculty development coordinators (including .75 funded by Perkins unit) plus 1.0 FTE program coordinator (staff position). (CTL has a net reduction of .95, or one, full-time position funding.) Recruitment, orientation, and involvement of part-time faculty presents a number of challenges.

Committee members commented that a significant portion of the budget is devoted to the CTL Leaders program. Concern was expressed that we have to incent leaders to participate in the program. Milne explained that CTL's contribution is a collaboration with each institution to maintain faculty development resources locally. To distribute the funds more equitably, programming budgets are now allocated based on headcount.

Milne pointed out considerable cost savings in CTL's events budgets, and specifically that conference expenses are now about 10-15% of their 2001-2002 levels due to collaboration with other partners, namely Perkins grant unit, Instructional Technology, Minnesota Online, and Metro Alliance.

CTL Board Presentation 2006

CTL will be making a presentation this year before the Board of Trustees. Milne asked committee members to think about what points CTL should bring to the Board to highlight our effectiveness. We will bring Biennial Report. Review the AACC presentation as a good overview of what we do, see if that is a good fit. Members thought we should stress to the Board how important CTL is and this is the business of the system. CTL can drive from teaching to learning.

Keith Stover suggested that CTL should also go to ASA Leadership Council to present an annual report.

► Milne to follow up with Stover to investigate the possibility of doing this.

CTL Online Educational Opportunities; future directions

Rhonda Ficek and Theresa Theisen gave a presentation at the ITeach Conference to have CTL be the location for a lot more online faculty development than we have been doing.

Last summer, we ran two online courses in online teaching, both filled to capacity with 20 faculty participants each. Feedback was that the materials were excellent, the instructors were fantastic, but the course was too much to do over summer. What better ideas can we propose about offerings and what formats might be feasible to better shape what we are doing.

Karen Thoms reported that as an online student she found the technology glitches are frustrating. She now better understands her students' frustration about technology (D2L) problems. Janet Henquinet thinks that people want online independent study as opposed to a "course." Lynda Milne concurs that she is hearing more about just-in-time, one-on-one, just "teach me what I need when I need it".

POD 2006

CTL did two presentations at this year's POD conference in Milwaukee at the end of October. Brenda Lyseng, Jim Berg and Lynda Milne conducted a roundtable on faculty development to faculty evaluation. Lynda did a presentation on effectiveness of grants. Materials available online in CTL Faculty Lounge.

Milne reports that the Board of Trustees Award for Teaching Excellence is still being developed. We will be announcing it in Spring for next year.

CTL Operations and Programs Report

ITeach 2005

Carol Steimer Bailey and Zala Fashant reported on the ITeach conference results. We had 100 more in attendance this year than last year. Participants thought that both keynote speakers were dynamic. Our no-show rate was about the same as last year. However, we will need to figure out a way to lower the no-show rate because it costs us a lot of money.

Looking for RSP sessions, call for proposals going out within a week. Encourage faculty propose, or if you know a key note speaker, let us know. If you want to be on the planning committee, please let us know. For less time commitment, you could read proposals.

Bush Learning that Lasts

Our final report extension request was granted. The final report is due at the end of February.

Lynda went with Chancellor McCormick and MnSCU Foundation Executive Director Catherine McGlinch to visit the Bush Foundation. Bush is extremely interested in addressing assistance to underrepresented groups. The Chancellor talked about our renewed commitment to the Native American population in Minnesota. Bush is doing some granting on high school to college transitions, but did not seem to think that was a likely direction for funding for us. Bush asked what would happen if they took off the table what they are interested in, what project with transformative power would the system want to support with Bush funding? The Chancellor said it was a big question and he would confer with Linda Baer and the Leadership Council to return to Bush with a well-formed response. Linda Baer is working on that question and will get back to Bush

Although Bush had recently discussed not doing faculty development grants anymore, their board is apparently still committed, however the next initiative will require better focus on impact on student learning. The next initiative will probably be announced in March. Bush told the Chancellor that CTL work is exemplary in efforts to have impact on student learning. Bush Program Officer, John Archabal, noted that he thinks the faculty-driven aspect of our LTL grant is a unique story that MnSCU has to tell and he liked that it will be in a volume of *New Directions for Teaching and Learning*.

Events Spring 2006

The Committee reviewed draft list of upcoming events, the potential future topics list, and were asked for their own topic suggestions. Cathy Summa suggested focus on scholarship of learning and teaching. WSU is bringing in Grant Wiggins and maybe CTL could have a session piggybacking on their event. Summa also suggested getting Lee Schulman, president of Carnegie Foundation for the Advancement of Teaching, as a possible speaker.

Fall Leaders Workshop

Carol Steimer Bailey reviewed a couple of the outcomes-oriented goals worksheets written by CTL leaders at the Fall Leaders Workshop. It was a successful exercise because leaders worked together to come up with challenging goals for campus programs this year.

Instructional Development Grants

Richard Brown announced CTL's new Instructional Development Grant Program. Grant application deadline is January 22, 2006; however, because the announcement is getting out late, we will move the deadline to mid-February.

► After receiving input from the committee, Richard Brown is redrafting the call for proposals and will post to the CTL Steering Committee listserve with request for committee input.

Meeting was adjourned.

- Mary Kne and Lynda Milne