

**MnSCU Center for Teaching and Learning  
Steering Committee Meeting  
November 18, 2004**

**Minutes**

**PRESENT:** Deena Allen, Cheryl Avenal-Navara, Michael Berndt, Nancy Black, Mike Connelly, Rex Gaskill, Debra Japp, James Kaplan, Russell Lee (ITV), Larry Litecky, Raymond Lou, Chuck Lyons, Lynda Milne, Stewart Ross, Mary Rothchild, Beth Sandell, Carol Steimer Bailey, Karen Thoms

**ABSENT WITH NOTICE:** Janet Henquinet, John O'Brien, Sharon Oliver, Larry Oveson, Keith Stover

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

**Minutes and Review of Agenda**

Minutes approved, with change in the last paragraph (on Realizing Student Potential themes) to reflect James Kaplan, not Lynda Milne, was the speaker.

**Member Business**

Stewart Ross received reappointment from IFO office  
? Lynda will check with Cindy as to what triggered this; Stewart's term ends Fall 2005.

CTL Steering committee completely appointed, 10 faculty on committee.  
Sharon Oliver was appointed by MSCF; will not be able to attend first two meetings.

Rex Gaskill's appointment will end before January, 2005, meeting. Kaplan moves that Rex's appointment be extended to June 30, 2005, to fill out school year.  
Michael Berndt seconded.  
Approved.

Beth Sandell, new Associate Director of CTL, was introduced.

*Roles and Responsibility Discussion:*

By-laws revision draft discussed:

- Designees and proxies: define whether anyone can send a replacement.
- Stagger faculty appointments so that 1/3 are new each year
- Language change: facilitate meetings. What does "facilitate" mean? Detail duties.
- May meeting...check academic calendars to be sure it within duty days and does not conflict with final exams.
- Nancy Black initiates a discussion about this and other committee meetings obliging faculty to work outside contractual duty days, noting that as president of the IFO it is her duty not to permit erosion of contract stipulations, ensuring that faculty are paid for the work they do.

- Thoms, Kaplan, Lyons: faculty conduct a great deal of academic work outside of contractual duty days, and that their commitment to CTL continues over the three months of summer.
- Lee: he was unable to attend summer meetings, but did not feel that he missed the opportunity to participate in key decisions.
- Milne: CTL doesn't want to ask faculty to perform duties outside of contract. Informs new members that summer meetings were first scheduled when she requested committee help in 2002 during her first year as interim director and during a time of challenge for CTL; since then, members have elected to schedule the summer meeting and attend as available. Asks for other ideas to resolve CTL's need to get ongoing input, especially during summer as fall programs are planned.
- Ross suggests payment of a stipend.
- Milne reminds members that CTL's budget is already severely cut.
- Kaplan, Lou, and Lyons discuss the special professional development opportunities offered with the summer meeting (CTL Summer Seminars held in conjunction with the 2003, 2004 summer meetings).
- Agreement that revision of CTL Bylaws will stipulate that the summer meeting is optional, focused on review of prior year and that no new business be originated and completed within the single meeting.
- Japp: Revision of Bylaws should ensure that the committee's priorities are reflected. Also raises a question about length of terms and re-appointment.
- Kaplan: Could we set up a list to send our minutes to all union presidents?
- Milne: minutes are posted on CTL Web page and unions link to them on their Web sites
- Milne: Communication responsibilities of members is a topic we should discuss next time. Bylaws should be clear about voting rights of members (discussion of ex-officio meaning).
- Consensus: clarify who are voting members
- Michael Berndt read ex officio rules from Roberts rules of order. Consensus: Use Robert's rules in general.

? Process issue on how to discuss next time ... how shall we take this to the next meeting. Stewart suggested that members should send suggestions via email to Lynda. Lynda suggests that before December 20, everyone should send any suggestions for revisions to by laws to Lynda and Lynda will turn around a revised doc to you by January 10. Send out a copy of bylaws to email list to let them know about this. She will note points of discussion.

### **Action Item Update**

*Teaching Award Design Task Force*, proposed by CTL Steering Committee to Sr. Vice Chancellor Baer, has come to reality. Letters were sent to each faculty union and student association asking for appointees. The purpose is just to design the awards. Due date February 15, 2005, for recommendations to Chancellor. 1st meeting not set yet.

*Century College Faculty Development...* Michele Neaton came to today's Steering Committee meeting to talk about Century's learning circles.

*Letter re Leadership Council Attention to Faculty Development*

Committee had endorsed the idea of writing a letter to Linda Baer bringing faculty development to the attention of the Leadership Council. Draft presented for discussion.

- Rothchild: Letter should be more forthcoming about what CTL wants.
- Milne: First priority is getting leadership council to address standard of goals systemwide for faculty development. Second is CTL budget and resources.
- Ross: Include higher learning accreditation because faculty development is extremely important
- Milne: Look forward to issues with respect to faculty. E.g., faculty retirements. Attracting and retaining faculty is important
- Rothchild: Align with existing plans to address faculty retention issues.
- Lou: Absence of attention to national dialogue for faculty development, active learning, engaged learning, community based learning. This is on national level—AAHE, ACE; not present in system strategic plan. Need more awareness. Higher education is retooling from Socratic Method to teaching both virtual students as well as face-to-face students. How do we address this? Must take place here in CTL; we must drive agenda.
- Allen: This is primarily a teaching system. The system needs to invest in that.
- Kaplan: We should show how amount of CTL granting has decreased due to funding cuts?
- Allen: Despite cuts, CTL is one of few entities that has consistently garnered external funds; this point should be emphasized with Leadership Council.
- Litecky: Remember budget doesn't get built by Leadership Council. Need some more direct discussion about process which has led to cuts. Prioritization within Office of the Chancellor, Academic and Student Affairs.
- Kaplan...We risk being like Phy ed and music...worthy, but cut.
- Litecky: Happy to be advocate to revisit budget. Is there a budget document asking for a specific amount?
- Milne: Not yet; described the budgeting process where early attention goes to new initiatives. After legislative decisions, base reassigned as needed. Notes that presidents are our most-needed allies.
- Litecky: We need to be persistent in various places, articulate argument to build up investment—e.g., number of faculty in system has grown. Requests should be specific; e.g., we're looking for \$150,000 to allow us to do XYZ.

? Larry will discuss with Keith Stover whether/how to get on leadership agenda to focus on CTL activity

? Lynda and Karen will write letter.

**Staff Changes/Updates**

Program Coordinator job has been offered and we are waiting for a response.

Sue Howard, Riverland College, will join CTL as faculty development coordinator for one day a week for remainder of fall and then two days a week in spring. She previously developed the faculty handbook.

Two additional faculty members have applied to be faculty development coordinators: Martin Springborg, Inver Hills Community College, will work 2-3 days a week in spring, and Anna Verhoye, who represents two groups of faculty, IFO and MSCF, will work two days per work in spring semester.

### **Initiatives and Activities Update**

POD presentations on CTL's Learning That Lasts, ITeach Center, November 4-7 in Montreal, were well received. Links available in CTL ITeach Center's Faculty Lounge.

Realizing Student Potential conference (RSP) will be held on March 4 at MCTC. The planning meetings have begun and are incorporating recommendations from Metro CAO/CTL leader meeting at Ruttgers.

#### *Learning That Lasts*

Most 2003 – 2004 grants have been closed out.

Weekend seminars have been completed funded by Bush...money is almost gone.

35 people average attendance is not enough to validate cost.

Committee members presented several ideas:

- One strategy for future grants might be to request that Office of Chancellor money previously used to match Bush money be used for grants ongoing.
- Search for grant money targeted to senior faculty members
- Blandin focused on outreach to rural areas. Might fund webinars to rural areas.
- Leverage institutions' use of funds to bring speakers such as Dee Fink for presentations. We could invite other MnSCU institutions.
- Increase use of local speakers

#### *Leaders Workshop Thoughts*

- Allen: We missed the opportunity to involve faculty more in sessions.
- How are we following up to the Greater Expectations conversation?
- Gaskill and Lou should let Linda know their opinions of joint meeting with leaders
- Lou: Student affairs people were there, we could do away with the boundary with Student Affairs to bring them into the issue of teaching and learning. They can facilitate growth and learning among students. Student Affairs has conference right before RSP...we could fit together better.

### **Systemwide practices and goals in professional development.**

Continued discussion on CTL role in setting system standards. Steering Committee provided some ideas on how to obtain and inventory benchmarks for faculty development investment:

- Can Century do a study which shows effect on student learning at Century
- Student satisfaction surveys etc.
- Comparative study between two campuses
- Get faculty development into the "dashboard." John Asmussen, Office of Internal Audit, is in charge of indicators of institutional effectiveness - dashboard ....Craig Schoenecker in Research and Planning is the research person. Once every 3 months they do a report. Goal might be to add professional development and faculty development to this report.

- Several board members are from corporate world, one indication of corporate health is investment in training and development.

? Lynda to draft memo to John Asmussen after committee members give Lynda thoughts on questions to ask.

Michele Neaton's presentation on Century College's Teaching Circles was very well received by committee. Questions for Neaton and Litecky included:  
What are your thoughts for down the road, future faculty development?  
What else is going on in the college...can that help faculty development?  
How did you fund the kinds of initiatives you currently support?

Meeting adjourned 1:00