

MnSCU CTL Steering Committee Meeting November 18, 1999

Minutes

Present: Chuck Lyons, Deena Allen, Jane Miller, Roseanna Ross, Le Lucht, Barbara Lee, Kathleen Nelson, John O'Brien, Gretchen Dorn, Ed Schones, Russell Lee, James Kaplan, Kathryn Kelley

Absent: Aaron Wenger, Jerry Johnson, Gayle Plank, Jeanette Daines, Barb Herrmann, Jeanette Rydberg, Larry Oveson

Agenda: There was one addition to the agenda. Kathleen Nelson requested that follow-up communications with past LBD recipients be discussed.

Minutes: The word human relations is the third paragraph of the New Staff section be change to labor relations.

Hiring

New Staff: We are looking for a person to replace Kia Witte as the MCCFA faculty coordinator as she is now the Project Director for the Kellogg Leadership Institute. Recruited to interview candidates was John O'Brien and Gretchen Dorn. James Kaplan showed interest in participating. Date will be set for interviews. It was felt that an MCCFA person should be on this Interview committee.

Stipend/

Honoraria: Labor relations said that we need to come up with a policy with regard to stipends/honoraria. Language will need to be clearer in the contracts in the future. (See revised draft.) This document does not speak to the future, it is a band-aid. We need something much more precise. This needs to be done before the Bush Grant money is distributed to grantees. We need a memo of understanding for the time being. Kathleen believes this should be address as early as possible due budget allocations on campuses. What is the logical why for people who get grants to be paid? IFO does not have anything in their contract to cover this. Bush would have to be treated as a federal grant i.e. extra days, overload. There are a lot of issues with regard to the status of the person receiving the stipend. The language must be flexible in order to allow administration to be more creative.

Dave Abel's opinion is that the language must reflect the differences between the three unions.

There are very different points of view regarding this subject. It is our challenge to respect the history of each type of institution. Making sure that the language is equitable.

The union presidents and labor relations will have to work out a final agreement as soon as possible.

Communication

Follow-up:

Kathleen Nelson had two faculty from Lake Superior College, who received an LBD grant. They had an open house and no one attended from the CTL nor did anyone respond to their invitation. They felt that afterward they had no follow-up from the CTL.

They were expecting some kind of feed back and some kind of recognition that they sent an invitation and that CTL staff could not attend.

Kathryn Kelley will follow-up on what happened because a lot of email did go between this group and MnSCU CTL coordinators. MnSCU CTL did respond even to those people who did not receive a grant. How do we institutionalize them into our group and keep some kind of cohesiveness going. One of the ways, is the traveling workshops that are being sponsored by MnSCU CTL. Some recipients did present at the spring conference. The group of traveling workshops is being treated as a cohort group. It was suggested that a group of LBD recipients present at the board. MnSCU CTL could set up a selection process to pick the best of the best. Maybe, we could get a letter sent from the chancellor.

What we need is a checklist at MnSCU CTL so that we know that we followed up. This would define what the recipients should expect from us. The campus CTL leaders on each campus should help to keep in touch with the LBD recipients on their campus. Jane will send each of the leaders a list of the people on their campuses.

Campus CTL leaders would also like feed back on their annual reports. MnSCU CTL needs to give the leaders feedback on their annual reports.

Listserve may be away to go. We work through CTL leaders and administrators on campuses.

WEBSITE:

Chuck Lyons feels that a website is the way to go to keep in touch with everyone. Our website was cut off from the router by IT services. Jane is meeting with the IT director to find out what the problem is. Jane hopes that it will all be worked out by Christmas.

We need some really good tips like link of the week. We need a note on the website saying it is under construction.

EVALUATION OF WORKSHOP:

Most people found the CTL Leaders' Workshop most helpful. What leaders liked most was networking. One of the new pieces was Jane chats. She held three of the m. All were quite different. Jane learned a lot and she got lots of questions regarding the direction of CTL.

Gretchen Dorn suggested that the Leadership Workshops might be a place for "open space technology". It is a way for participants to plan the agenda and event on site. A faculty person who felt that the most beneficial part of a conference was the coffee time created it. It is basically Open agenda planning.

The area leaders really loved was "best practices." We had three best practices at our last workshop. As they rotated, the presenters became more and more enthusiastic.

We asked campus CTL Leaders if they would like access to a professional development fund, a stipend, or they added release time. The majority wants to be paid a stipend. Jane is working with finance to determine how this will be done.

Instructional

Technology: Jane Miller and John O'Brien have an idea they have been working on, a technology workshop in the spring. We were very successful funding the technology conferences. One of the things people want is more technology.

John and Jane are talking about a one-day workshop in the spring. It is in the conceptual stage. It would be a best practices showcase. It would be open to everyone. However, it would be limited because of space constrictions the first year. A committee would be put together to choose those who would present. Hopefully we would be able to accommodate

200 participants. In the future, more people would be able to attend, as this would be an annual event.

SUMMER 2000:

At the workshop, we brought together those leaders who were interested in discussing themes for the Summer Conference to be held August 6 – 9, 1999 at Cragun's. They had a lot of ideas, community building, bringing passion back into the classroom. This group will be working at the conference. We have another group of advisors to bounce these ideas, content, keynote speakers, contributors and structure of conference. There will be a percentage of slots for administrators.

We wanted to get the summer conference as close to the beginning of the term as possible. There will be an article in the next CTL Update. We hope to have a call for papers or presentations. The faculty wants something to bring back to their classrooms. Something needs to be built into the conference that will get faculty excited about attending. LSPS program (instrument) it is an assessment tool created by Inver Hills CC. It stands for Liberal Studies Professional Skills. It is not tied to grades. It is a way for representing what skills students actually have learned. Students then know what their skills are as well as possible employers. It is very close to what Alverno College has. They work together as teams across disciplinary.

VIDEO

Orientation

Project: We are exactly where we were before. We have no timeline. We need a timeline from MnSAT so that we can get this done by next summer.

CTL Update: Gretchen Dorn will be taking over as editor and will be adding more information. It was suggested that we use the reflective question at the workshops or conference as a graffiti sheet and then add those responses to the Update. This might start encouraging people to participate.

CTL

Selection: How are CTL leaders selected? See draft. On State Universities Center Directors are also the CTL leaders. UTCE faculty was a mix of appointed and elected. It is a campus decision. Some campus faculty chose to elect a person. IFO has a selection process and the appointment is made the administration because it is a release time position.

Person should be chosen by interest, background and ability. There is a difference between what is union based and what is faculty based. Work rules should be union driven. Faculty development should not be driven by the union. It is, however, a union approved process.

On all campuses the department chairs are elected. They contact the local association. (See sheet.)

Person in charge of the centers for teaching and learning would be the CTL leader. It is a local issue as to how these people are elected.

Kathleen says to eliminate bullet number one. Deal with the issues that we can deal with. We should leave this issue for the time being. The local union should decide what the process should be.

The coordinators could bring back the information from the campuses as to how they became CTL leaders.

We should be specific on what you need the CTL leader to do. Jane will be re-drafting this memo. It would be helpful if each campus' policy is on file.

**Kellogg
Leadership
Institute:**

Kia Witte, Project Director for the MnSCU/Kellogg Leadership Institute, showed the Steering Committee the brochure and letter that was sent to all faculty and administrators in the MnSCU system.

Those persons interested in applying will contact Kia Witte and an application will be sent out to them. They must have their applications in by December 15, 1999. The first Kellogg Workshop will be January 20 - 21, 1999. People will be asked to attend the keynote. The keynote speaker will be Ted Marchese. The rest of the workshop will be attended only by those chosen as Kellogg Fellows.

Bush Grant: First Bush Advisory Committee meeting November 17, 1999 and it went very well. Interviews will be held on December 3, 1999. The interviewers come from all three systems, including administrators, CTL leaders, and previous LBD grant recipients.

Traveling workshops are going to become an intricate part of the Bush Grant. The workshops will be offered to people as examples of how certain active learning methods apply to some disciplines more than others do. Jane will classify these workshops according to how they apply to certain disciplines. MnSCU CTL will be paying for these workshops.

Minnesota Campus Compact is part of a national consortium of statewide entities that promote service learning. Mark Langseth is the director. Eighteen of our campuses are compact members.

Budgeting: The committee needs to look at the plan for the program budget submitted to them by Jane Miller. Kathleen Nelson has been volunteered to be on this budget committee. The committee should discuss the plans for the program budget for CTL.

Budget monies for campuses at end of year is an issue that needs to be resolved. A sheet of instructions on what should be entered to make this happen. Who they should see in finance to help them in paying CTL items.

Miscellaneous:

Merging Curriculum in the 21st Century is on the Chancellor's website.

Minnesota Giving Forum publishes (MN. Foundation Center) a list of foundations and grants that are given. It's free. Mary Jacquart is working on a project regarding grant information being sent to people who are interested.

Next

Meeting: The next meeting date is January 20. This meeting will be held at the Earle Brown Center from 9 – to noon prior to the Kellogg Leadership Institute Workshop. We will send maps on how to get to the center.

The meeting after that is March 8, 1999.