



Minnesota
STATE COLLEGES
& UNIVERSITIES

**Center for Teaching and Learning
Steering Committee**

January 23, 2008
Office of the Chancellor, 3304 Wells Fargo Place
30 7th St. E., St. Paul

Minutes

PRESENT: Zala Fashant, Kathryn Kelley, Tim Kroeger, Karen LaPlant, Louise Mengelkoch, Jane McConnell, Lynda Milne, Yvonne Shafer, Martin Springborg, Cathy Summa, Doug Thompson, Thomas Wortman

GUESTS: Mike Lopez, Associate Vice Chancellor for Student Affairs, and Linda Lade, Program Director, College Transitions

ABSENT WITH NOTICE: Deena Allen, Josephine Books, Linda Fuselier, Lutchmiparsad Hazareesingh, Louise Hoxworth, Sally Johnstone, Greg Mulcahy, Noureddine Benchama, Ann Valentine, Beth Weatherby

MINUTES: DeeGee Frenzel, Thomas Wortman, and Lynda Milne

(▶ denotes action item)

9:06am Meeting Called to Order Lynda Milne called the meeting to order.

1. November Minutes

Corrections - Thomas Wortman pointed out that meeting was not held in Board Room B. Karen LaPlant noted that *information* should be inserted before *literacy* in her reported comments on page 3.

▶ Because there is not a quorum of voting members present, Lynda will make the corrections and post the minutes to the group to be approved online.

2. Review of Agenda

IFO would like to defer item number 3 (IFO request for increased representation) indefinitely. Cathy Summa stated that IFO's executive committee will be discussing the more fundamental question of what it would like CTL to be doing, or doing better, for university faculty. They will then address the question of whether increased representation on the committee will help to achieve those goals.

2. Action Item Follow-Up

▶ CTL will send the faculty survey results directly to HR directors and make sure CAOs have it and also suggest to leaders that they find a way to make all faculty aware of their own campus responses.

Not completed.

▶ Committee agreed to continue administering the survey every two years.

Finished.

▶ Lynda will summarize feedback received from CAOs and deans at the October, 2007 meeting, and what she has heard from the committee, and have it ready for the next meeting.

▶ Zala will categorize the faculty survey comments and will bring them back to the committee. **Zala is still working on this action item.**

▶ CTL will ask the faculty survey administrators to analyze survey results by discipline/field, and to disaggregate technical field results; we will also obtain a side-by-side reporting of college and university faculty responses to each item.

Not in progress as of yet.

▶ The Core Outcomes PowerPoint will be available online on the study Web site right away. **Completed.**

▶ Lynda will put this on the agenda for next committee meeting: What are the implications of the 2007 Core Outcomes Study for faculty development and for CTL? **Committee will discuss this question at today's meeting.**

▶ Linda will take the question of "What can this system level core outcomes study do to help support coordinated informed efforts on the campuses without dictating outcomes" to the Academic and Student Affairs AVCs in the next couple weeks. **Lynda presented the study to them and they decided to schedule this as for deeper discussion at an upcoming AVCs meeting.**

▶ Linda will add the Accountability Framework to the next meeting agenda. **Mike Lopez and Linda Lade attended this meeting to update us on Academic and Student Affairs items. Craig Schoenecker will be asked to attend March meeting to talk about the accountability framework and dashboard.**

▶ A letter will need to be sent to potential faculty enrollees explaining the registration process for the Philosophy of Community and Technical College

Teaching course. **Letter was sent and there are 120 presently registered for the course.**

►Lynda will arrange to meet with the graduate council and find out more about what they have in mind and will develop a questionnaire for response by graduate faculty about their particular needs and interests.

Lynda contacted Manuel Lopez , who will arrange.

3. Committee Business

Steering Committee Bylaws

Lynda called the committee's attention to the committee bylaws handout, and explained that the Steering Committee has been in existence since 1997. These are revised infrequently, and that committee representation (since the topic has come up recently) has been fixed since 2001.

Karen LaPlant noted that the last change in 2006 to the By-Laws concerned only summer meetings and requiring CTL to get agendas out a week ahead of the meeting.

Lynda noted that the committee has a vacant presidential appointment. President Valentine notified Lynda that other commitments to statewide committees make her unable to be an active member so she asked if her CAO, Barry Lane, could fill the appointment for her. Linda Baer makes the appointments. Lynda asked the committee whether we should change the two presidents/two CAO-dean committee configuration. The committee agreed that we need two presidents.

President Valentine suggested that President Donovan Schwichtenberg would be a good candidate. Louise Mengelkoch and Tim Kroeger agreed to suggest the position to BSU president, Jon Quistgaard. Cathy suggested that having Don Day, as president of the system's tribal college in Fond du Lac, would be good. ►Lynda will follow-up after waiting to hear from Louise and Tim.

Regarding other member appointments, Lynda noted that because the presidents of the unions are pulled away a lot, they have an alternate designee when they are unable to attend the meetings. Louise M. attends in Nancy Black's place, but no one has been officially named as Greg Mulcahy's replacement. Karen informed the committee that Greg has asked her to keep him informed on what is discussed at the meetings. ►Lynda will check to see if this is what he would like to happen so CTL can update the Steering Committee roster.

IFO Appointments to Steering Committee

This item was removed from this agenda and from IFO's statewide meet and confer agenda for 1/25, Cathy Summa reported.

4. 2007 Core Outcomes Study-continued

"Early-Release" Version

Lynda provided a short summary of the core outcomes study results. Major findings are that math and science weren't universally listed, and that outcomes weren't very parallel across institutions even with similar missions.

The committee discussed the needs of faculty in reference to assessment, rubrics, outcomes across disciplines. Several suggestions were offered for CTL to develop programs for leaders on assessment in student learning. "Train the trainers" was the model forwarded. Among the ideas generated were

- Kathryn Kelly: What are the things we expect as outcomes?
- Cathy: How can faculty write outcomes?
- Karen: Have these conversations for faculty that teach the same. Faculty development will help in smaller sessions, not big sessions.
- Tim: Develop a series of good assessment models that faculty can use.
- Tim: How faculty members can assess their own performance.
- Karen : Develop workshops to give to Leaders detailing step-by-step instructions to create rubrics.

Cathy feels we need to change the culture of faculty and what they think of assessments. The conversation then shifted to how that culture could be changed. Lynda suggested spending energy on a training model and making it available to CTL Leaders and others for use at departmental levels. Karen responded that discipline teams work really well but it does take a lot of time; it's best is to split them up.

Kathryn observed that if you bring new faculty in and get them skilled you will get a better rate of return. Jane McConnell reported it was wonderful to attend a junior faculty meeting and they are excited about what they learn from the leaders because they have been mentors.

Lynda talked about the importance of one-to-one contact among faculty. Cathy thinks that we need to have someone on the campus as a point person so people have a contact they can talk to and connect with, for example, someone like Stewart Ross.

Kathryn talked about CTL grant received by Paula Tompkins at St. Cloud State to create a Web site for faculty to use across disciplines to help students with presentation and public speaking. She also questioned if we could find out if there were programs out there to help people assess their students in other fields. Karen feels orientation is a good idea and it would give a name and a face as to who to go to find out what is available. She noted that one big obstacle is that faculty some times feels overwhelmed.

5. Working with Student Affairs

Linda Lade, Director of College Transitions, gave the committee a overall view of what things student affairs has been working on.

Some things that she mentioned were:

- A committee to choose an instrument for course placement. Most are currently using Accuplacer. Next step is getting everyone on board to use the Accuplacer, so that everyone is using the same instrument.
- Cut scores for course placement are going into effect starting fall 2008.
- In the assessment area there has been a lot of discussion on, “does the instrument do what it says it does”? The good news is that the Accuplacer does a good job with students at a lower level Linda reported the creation of an eFolio site, www.courseplacement.project.mnscu.edu, to discuss these issues
- In Adult Basic Education, people within the system are working with the MN Department of Education on a three-year initiative to collaborate and partner with campuses to find out what kind of preparation a student coming out of a GED program actually will have and what are we expecting they should have.
- Student Affairs is working with Mindquest Academy (Hennepin Technical College) and the Minnesota Literacy Council to develop a college-readiness model.

Mike Lopez, Vice Chancellor for Student Affairs, joined the group.

Cathy asked Linda and Mike about the \$22-million dollar initiative to serve the underserved. She wants student affairs and academic affairs to work together on these efforts to ensure their success. Mike mentioned that the legislative money for access and opportunity was distributed partially by formula to the campuses, and partially through a four-million-dollar competitive grants process.

Cathy asked, “how can we work with this money” and Mike explained that the action is at the campuses and the money is at the campuses.

Cathy wanted to know who received the initial request. The request went to Presidents and they asked the Presidents to provide the response.

Among the projects for which campuses are using the formula money, the projects are very diverse, but all focus on recruitment and retention, with the money being spent roughly one-third on recruitment efforts and two-thirds on retention..

Cathy commented on a need for more systemwide direction and the need to do it together. Mike said that it's up to the campuses to develop their own programs because all campus needs are different.

Cathy suggested that academic and student affairs should be working more closely together generally, and Lynda suggested that within the Office of the Chancellor we may be able to work together to better bridge these areas.

Zala wanted to know how programs are reporting. Mike requires a report on FY08 progress before campuses get FY09 funds.

Cathy shared an IFO perspective that faculty from the state universities believe they have a role to play in developing strategies to retain student in underserved groups and the IFO is frustrated that they were not consulted in this process. Cathy asked whether there is room to direct some of that funding to faculty. Cathy is looking for more faculty involvement in the process and looking for a faculty voice. Mike expressed the need to work within your administration on your campus. Lynda pointed out to the committee that you have to have faculty buy-in it is a benefit to get both sides talking. Go back to your campuses and find out "hey, what did we do with that allocated money?"

Mike said that a considerable body of research in retention points to five best practices: programs that include two or more of these tend to be more effective:

- Students take two or more courses in common (as in learning communities)
- Bridge programs
- Intrusive advising
- Supplemental instruction
- First-year experience program

6. CTL Operations & Programs Report

A. RSP/ITeach Program

The program schedule is complete. Martin Springborg reviewed the program with the committee.

► Martin will put more text in the program identifying when and where disciplines are meeting.

► In response to Kathryn Kelley's comment that there is a perception that ITeach is only for faculty teaching online, CTL will do more targeting and let faculty know

that ITeach is about “best practices in teaching with technology— not all about online.

B. Leaders Update

Martin talked about how the Leaders Update is a vital communications link that goes out to all leaders. Lynda spoke a new process for paying leader stipends; for years a programming budget and a stipend has been providing to leaders but there is a problem because there is no wording about stipends in the IFO contract. Some campuses did not make arrangements to ensure that the compensation is paid in keeping with the bargaining agreement. Lynda reported that CTL is actively discussing modifications to the leaders program, to our guidelines and correspondences, and to the payment process for next year.

► **Lynda feels that this is a big item** and should be something that is discussed on the next agenda and maybe as an open discussion.

C. ASA/CTL Grants for 2008-2009

Tom Wortman reported on a combined ASA grant announcement and the online application form now available in MyGrants. Cathy feels that MyGrants is very positive and should be highlighted at the statewide meet and confer. ► Lynda will take Cathy’s question about the statewide meet and confer to Linda Baer.

D. Grant Highlights

Tom presented three grant highlights to the committee:

- An Instructional Development grant by Linda Fuselier and Michele Malott from Minnesota State University Moorhead that redesigned a biology course to increase student learning.
- A Faculty Awards for Excellence Report by Paula Croonquist from Anoka-Ramsey Community College to create undergraduate research projects to give students richer, more appropriate laboratory experiences.
- An Initiative to Promote Excellence in Student Learning project from Central Lakes College that created a very successful college transition program. .

Instructional Dev Grants

Tom presented the just-released 2008-2009 Instructional Development grant announcement that focuses on increasing enrollments and improving student learning in STEM courses.

STARLINK

Zala provided additional detail on the Starlink program that out of the Dallas City College system that makes streaming video available of presentations on a variety of teaching topics. CTL has purchased a license for all faculty throughout the system to watch a presentation on student motivation featuring leading educational

psychologists like Marilla Svinicki, Raymond Wlodkowski, and others. It starts February 4 and is available through February 18.. DVD copies will be available that faculty can acquire for their libraries. Lynda reminded the committee that the survey said this topic is a top interest for all faculty.

Calendar

Zala reviewed the Spring 2008 CTL Events calendar and pointed out some events and conferences that will be taking place.

► The following items will be kept on agenda for the next Steering Committee meeting.

7. Exchange of ideas on how CTL can best:

- A. Support faculty interest in student learning and assessment of student learning outcomes.
- B. Support the distinctive teaching missions of our faculty (graduate—master's and doctorate; baccalaureate; liberal and general education; transfer; professional; career and technical education.
- C. Foster relationships among faculty that further those missions across institutions and institutional types.

1:03pm Meeting Adjourned