

**Minutes of CETL Advisory Committee Meeting**

Date: November 23, 2009 12:00 – 12:55 PM

McCaskill 110-E Conference Room

Members present:

Faculty members: Drs. Karl Bahm, Pamela Bustos, Hilary Fezzey, Brent Notbohm, Shaun Lynch

Academic Staff members: Heather Kahler,

CETL Staff: Drs. Maria Cuzzo (Director), Lisa Larson (Coordinator of Instructional Development); Suzanne Griffith (CETL Coordinator of First Year Seminars)

Recorder: Emily Levings, CETL University Services Associate

Members absent: Kimberly Kelly, Academic Staff; Mr. Travis Erickson, Student Representative

Maria Cuzzo opened the meeting to inform members that the focus of discussion for the extended CETL meeting during Welcome Week Spring 2010 will be **Instructional Technologies priorities and its inclusion in CETL's strategic planning**. More specifically, the purpose of the discussion will be to include instructional technologies as a priority item in the strategic mission and plan for CETL, and to set top priority areas for 2010 and the next three years, including an in depth discussion of challenges and issues of instructional technology.

As part of the focus on instructional technology, and as the CETL Director, Maria is receiving scheduled instructional training from Lisa Larson, which has so far included a lesson on Graphic Syllabi, and on the Information Technology Tutorial. Members of the CETL Advisory Committee will be expected to participate in similar training sessions in the future. This will provide them with a familiarity of the technologies for making informed decisions in their roles as CETL advisors.

Additional points discussed by members of the advisory committee included:

- In redesigning courses to include technology, instructors should keep in mind the goals and focus of the course when they choose the type of technology utilized, so that it fits with those goals. Don't just choose a technology for technology's sake.
- "Millennial student" learning styles (often graphically oriented vs textual) may require adaptation by instructors to engage those students so that they can learn. Classes at UW-Superior include many non-traditional students also, so the best presentation of information would include several types of delivery.
- Incentives and schedules for instructors need to be considered in the plans for them to modify and redesign their courses to include technologies. This will require identifying the benefits of technology (to students, and to instructors), as well as the difficulties. The time involved in modifying a course to include technology was noted as a difficulty. Incentives mentioned included release time for instructors to integrate technology into courses; another was to provide summer technology training/course development sessions for instructors.
- As some technology, such as blogs and wikis, becomes more prevalent it becomes more mainstream, though familiarity with a particular technology varies from campus to campus.

Maria requested that committee members continue the conversation of technology, including the possibility of a summer training intensive, with their colleagues to get feedback that may be useful for the Opening Week CETL conversation.

The second item on the meeting agenda addressed **Continuity of Learning**. This discussion was raised in response to the potential for the H1N1 flu and other similar challenges to affect the ability of students and faculty to complete coursework in the usual scheduled manner. In Spring 2010 Lisa Larson will be working on development of recommendations for a continuity of learning plan by and for UW-Superior educators; input by CETL advisory members will be requested. A basic goal of the Continuity of Learning plan will be to develop alternate modes of delivery for courses to be implemented on an “as needed” basis so that students may complete their coursework. The Continuous Improvement and Planning Team (CIPT) will also be involved in the development and approval of the plan. (See <http://www.uwsuper.edu/cipt/index.cfm> for more information on CIPT).

The concept of a “Continuity of Learning” plan is an off-shoot of the “Continuity of Operation” plan that has been developed for Facilities Management as well as Technology Management on the UW-Superior campus, and elsewhere. Shaun Lynch noted that the initial impetus for this concept was the “Business Continuity Planning” that developed after the 9-11 disaster in New York.

Two assumptions that need to be addressed in developing the Continuity of Learning plan are 1) will the “production model” of delivery inherent in a business paradigm be relevant; 2) what will the “alternative modes” of delivery be and will there be multiple ways to address the need.

The issues of academic freedom for instructors, as well as the extent of responsibility of students in completing their coursework, were discussed. It was noted that one standard alternate delivery method would likely not work, since the primary delivery mode varies so much among instructors on campus. Again, Maria asked that advisory members consult with colleagues to get more feedback on this issue.

Maria asked for 2 to 3 volunteers from the committee members to develop a **Peer Consultation Design Process**. Starting in Spring 2010, this team will take on the responsibility of researching, and preparing a summary and recommendations for a UW-Superior peer consultation program. The deadline for the completion of the recommendation/proposal will be in Spring 2010, with implementation in Fall 2010. Hilary Fezzey, Heather Kahler, and Suzanne Griffith volunteered to take on this assignment.

Due to time constraints the following items on the agenda were not addressed:

- CETL Budget update: conference priorities for spring 2010? President’s Summit, Higher Learning Commission, Collaboration Conference, OPID IE conference, AACU conference on faculty roles in high impact practices: your thoughts about funding priorities?
- Enhancement Day Spring 2010: keynote options, proposals, etc.

Before adjourning the meeting at 12:55 PM, approval of the minutes of the meeting of November 9, 2009, was motioned by Karl Bahm, seconded by Shaun Lynch, and unanimously confirmed by the CETL Advisory Committee.

Minutes respectfully submitted by Emily Levings

Approval of minutes motioned by Heather Kahler, seconded by Suzanne Griffith and unanimously confirmed by CETL Advisory Committee on December 7, 2009.

The next (and final) CETL Advisory Committee Meeting for the Fall 2009 semester is scheduled for Monday December 7, at 12:00 noon until 12:50 pm in McCaskill 110E.