

**Minutes of CETL Advisory Committee Meeting**

Date: February 22, 2010 12:00 – 12:50 PM

McCaskill 110-E Conference Room

Members present:

Faculty members: Drs. Karl Bahm, Hilary Fezzey, and Shaun Lynch

Academic Staff members: Kimberly Kelly, 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: Drs. Pamela Bustos and Brent Notbohm; Mr. Travis Erickson, Student  
Representative

**Maria Cuzzo** opened the meeting by addressing the **Minutes of the February 8, 2010**, meeting that had been submitted for review. Karl Bahm motioned approval of the minutes as submitted and Suzanne Griffith seconded the motion. No revisions to the minutes were noted, and the committee unanimously approved them.

Maria then turned the meeting over to **Lisa Larson** to present and lead a discussion on short term **Goals for Teaching and Technology**.

- To summarize her presentation, Lisa distributed a sheet entitled “Learning Technologies at UW-Superior Next 1-3 Years” (attached) that details the current activities/initiatives in her work that correspond to categories of “Linking Technologies” as identified in that flow chart that was distributed (see attachment at minutes of the January 11, 2010 meeting):
  - Linking Faculty and Students; Linking Student with Student; and Linking Students with Practitioners
  - Linking Educational Practitioners (Teachers) and Educational Researchers; Linking Senior Faculty and Junior Faculty
- Support issues:
  - Lisa noted that CETL funding for her technology projects is down slightly from FY09.
  - Not included in her presentation was the flow chart category Linking Instructional Designers and Technologists with Technical Staff.
    - Lisa noted that there are 19 staff supporting the Technology Services office, none of whom have training in “instructional” technology. The two staff at UW-Superior who do have training in instructional technology are Tom Tu (providing D2L support through the Distance Learning Center) and Lisa Larson providing support for all other instructional technology needs.
- The support for the projects that Lisa manages is limited by the time that she can provide as an individual, as well as funding issues.
  - Her support of First Year Seminars is limited to four per semester due to the concurrent timing of the instructors’ technology support needs.
  - Course level support is available, but not program level support at this time.
  - Faculty stipends through CETL funds provide intense support for technology training of faculty, though this does not alleviate Lisa’s time constraints.

- Information literacy tutorials provide some support to instructors, but often do not address newer media such as blogs, on-line news, etc.
- One area of technology support provided by Lisa that has a *direct* impact on students is the Teaching with Technology (TwT) projects. She provided as a handout the brochure “The Student Guide to Evaluating Information Technology on Campus” (attached).
- Following her presentation, Lisa opened discussion from the group:
  - In developing her list, Lisa considered all current activities/endeavors to be of equal status. She requested that the CETL committee let her know if any particular item(s) listed should be of a higher priority.
  - Lisa asked if any activities/endeavors were missing from her presentation.
    - Suzanne Griffith noted that Lisa provides grant writing to support her own technology training as well as technology training for other faculty.
  - Maria said that for the first three years of its operation at UW-Superior, CETL was working towards disengaging from responsibility for D2L technology training and moving it to the Distance Learning Center; that goal has been achieved. Lisa noted that the only technology feature of D2L that might impact student learning is the Discussion tool (similar to blogs, wikis and discussion boards); D2L’s other features are related to maintenance and distribution of the course content.
- Maria concluded the discussion and indicated that it would be revisited at the next meeting, with emphasis on Teaching with Technology issues to consider how to shift the training provided through individual TwT pilots into continuous learning activities targeting other instructors. She noted that one of the goals of Lorna Wong, the UW System Interim Director of Learning Technology Development, is for CETLs to develop programs to create a shift of critical mass in technology training for instructors.

The next topic of discussion was **Improvement of the New Faculty Orientation** sessions. Maria **distributed a summary of evaluation comments provided by the Fall 2009 faculty upon completion of** the fall sessions. The overriding positive feature of the seminar series reported by new faculty was the bonding that it provided with their cohorts. The second positive response was the introduction to services and resources on campus. The overriding suggestion from new faculty for improvement of the series was to provide more time. Maria provided a background of the evolution of the orientation series at UW-Superior: for the first two years (Fall 2007 and Fall 2008), Maria designed and facilitated all the sessions. In the third year (Fall 2009), a design team including Maria and several “graduates” of the series developed and facilitated the sessions. For Fall 2010, a design team will be chosen from the 9 people who have volunteered to assist. She opened up the discussion for input from the CETL committee members.

Shaun suggested that time be allocated in each session for open-ended issues to provide flexibility of discussions. Suzanne suggested that perhaps migrating some of the topics to a Spring series (which was done with the Advisement session this year), might alleviate some time constraints. Maria concurred that perhaps the Governance session could be moved to the second semester also, but that additional “required orientation time” in the second semester for new faculty would impact their contractual appointments, as well as Maria’s workload. Lisa questioned whether attendance was an issue and Maria noted that it has been at times, though permitted excuses for missing sessions are attendance at conferences as well as illness. Maria noted that the Tuesday or Thursday 8:00-9:45AM slot for the series is difficult for some new faculty as well as guest speakers, but that it is the least intrusive time for departmental schedules.

With regard to outcomes of this year’s orientation series, Maria noted that bonding of cohorts as well as information provided has

- 1) increased cross-departmental collaborative grant work,

- 2) eroded the “power of the silos” and
- 3) provided knowledge about campus initiatives and operations that senior faculty may not be as aware of.

The committee agreed that for Fall 2010 the series should continue with the “design team” model, with minor organization modifications that can be tracked to assess their benefit. Maria noted that more “upfront” time needs to be provided to each design team member so that they are aware of facilitator responsibilities. Shaun noted that the additional workload involved for design team members should be recognized, such as it is for university committee participation.

**Suzanne Griffith** was provided time for a very brief update on the **First Year Seminars**.

- The proposal described at the last meeting was presented to and approved by the First Year Experience committee. It will be presented to Academic Affairs for approval this week.
- Design of the brochure for the Fall 2010 First Year Seminars is complete and only remains to be reviewed by the First Year Seminar instructors before printing commences. Erin Aldridge had submitted the initial copy and layout, which was then turned over to Ellen Fure for further design recommendations and production.

At the next meeting topics will include:

- Peer Consultation (Suzanne Griffith reporting)
- Long Term Teaching Technology Goals (Lisa Larson reporting)

The meeting was adjourned at 12:55 PM.

Respectfully submitted by Emily Levings.

On March 8, 2010, Suzanne Griffith motioned for approval of the minutes as submitted, and Brent Notbohm seconded. No further comments were noted and the committee unanimously approved the minutes.

The next CETL meeting is scheduled for Monday March 8, at 12:00 noon until 12:50 pm in McCaskill 110E.