

**Approved Minutes of CETL Advisory Committee Meeting**

Date: March 8, 2010 12:00 – 12:50 PM

McCaskill 110-E Conference Room

Members present:

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

Academic Staff members: Kimberly Kelly, Heather Kahler

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

Recorder: Emily Levings, CETL University Services Associate

Members absent: Dr. Karl Bahm; Mr. Travis Erickson, Student Representative

To open the meeting, Maria Cuzzo addressed the **Minutes of the February 22, 2010**, meeting that had been submitted for review. Suzanne Griffith motioned approval of the minutes as submitted and Brent Notbohm seconded the motion. No revisions to the minutes were noted, and the committee unanimously approved them.

Next, the **New Faculty Orientation program** was discussed as a follow up to a review from the last meeting and to finalize recommendations for improvement for the next cycle. Heather Kahler suggested that the Student Support Services presentation be included as early as possible in the schedule, though Maria commented that it was already scheduled during the first available day. Suzanne Griffith commented that UW-S appears to provide the most extensive NFO program throughout the UW System, based on her discussions at a recent OPID meeting in Madison. UW-White Water has their “First Year Program” for new faculty described at their website (<http://www.uww.edu/learn/fyoverview.php>). Maria said that she will solicit final insights from the Fall 2009 Design Team regarding the major improvements they can recommend. Seven new alums from recent NFO programs have volunteered to provide assistance with the upcoming program, though the committee agreed that only four of the seven should be chosen to allow more senior faculty to also participate. The committee added that the makeup of the upcoming design team should provide variation among disciplines as well as among seniority. Shaun Lynch indicated that the final selection should be forwarded the Faculty Senate so that team members can be credited with the NFO work they provide, similar to committee-type work.

In conclusion Maria recommended that the following would be included in the program for Fall 2010:

- D2L training will be scheduled for any new faculty who choose to attend during the week prior to Opening Week.
- Spring 2011 will provide several training sessions specific to academic advisement, governance, assessment training, and a cohort check-in.

Hilary Fezzey suggested that the sessions be opened up to all interested junior faculty cohorts.

**Suzanne Griffith** opened the topic of **Academic Staff Opportunities** that was addressed at the OPID spring meeting. UW System academic staff are included in the OPID planning team for a 3-year term, from each university in turn. The suggestion was that there needs to be more inclusive “naming” of opportunities. Maria commented that she has been concerned with attracting and serving Academic Instructional Staff (and Non-Instructional Academic Staff). She asked that the committee consider at

the next meeting how inclusively academic staff are recognized (or not) within individual departments; for instance, there are apparently no dedicated orientation sessions. What can the campus do to correct this? Maria said that “professional development” is broader than just CETL’s role, and questioned whether the situation is a legacy from the past. One faculty member suggested that any Department Chair training should include leadership of academic staff as well as faculty. Academic staff need relevant information in order to perform their job tasks and one member suggested that the faculty training program could be “reworked” to be specific for academic staff. Another felt that faculty “perks” were based on their institutionally favored PhD level of education. Lisa Larson noted that the Teaching with Technology programs do involve academic staff, so they are included in some training programs. Maria asked that committee members consider what CETL can do for academic staff within the Teaching and Learning areas, and that it would be discussed at a future meeting.

### Upcoming CETL Events

- The **UW System President’s Summit** is scheduled for April 29-30<sup>th</sup> in Madison. The CETL deadline for participating in the UW-Superior team going to that event is Friday, March 12 so that CETL arrangements for travel and hotel accommodations can be made before March 31. Information on the event has been advertised on the Staff Digest and is available at the UW-System website <http://www.uwsa.edu/vpacad/summit/index.htm>
- This semester CETL will be offering a **“Pre-summer” Enhancement Day** on Tuesday, May 18, 2010. Lisa Larson will be presenting a half-day workshop on Visual Literacy. Suzanne Griffith will be presenting a workshop on First Year Seminars during the other half of the day. Specific times are still to be determined.
- A **Leadership Summit and Summer Conversation** is being organized for June 21-22, 2010. Alma Clayton-Pederson of AAC&U will facilitate the Leadership Summit to focus on Integrative Systems on June 21. On June 22 she will facilitate a campus conversation on Inclusive Excellence.
- In August 16-18 CETL will host a **Summer 2010 Teaching and Learning Intensive**. Miriam Diamond of the Collaboration will be joining a group for a dinner brainstorming session on the evening of the 16<sup>th</sup>, followed by an all day workshop focusing on “Millennial Students” on August 17<sup>th</sup>. On August 18<sup>th</sup>, Lisa Larson will facilitate an all day workshop on technology as it relates to those students.
- **Fall 2010 Enhancement Day** will focus on Integrative Thinking. It is in the early planning stages now.
- **Spring 2011 Enhancement Day** will focus on Higher Learning Commission issues related to Assessment.

Suzanne Griffith will provide an update on the **First Year Seminar programs** next week following the Academic Affairs Council meeting and the Department Chairs meeting.

**Peer Consultation** was the focus of an investigation and report by Suzanne Griffith who reviewed UW-System initiatives and by Hilary Fezzey and Heather Kahler who reviewed “best practices” among COPLAC members colleges (see their notes attached). There are a substantial number of programs to look at that covered contracts and training, as well as stipends and incentives. Websites featuring peer consultation programs and resources offered at UW-Whitewater (<http://www.uww.edu/Learn/peerdesc.php>) and UW-Oshkosh (<http://www.uwosh.edu/mentoring/faculty/home.html>) were provided as examples. It was noted that terminology matters when discussing “peer consultation,” which is different from “mentoring.” While mentoring is a responsibility or function that departments provide to new faculty and may be linked to

recruitment and retention, peer consultation is a voluntary and confidential classroom instruction teaching and learning opportunity available to faculty at all levels.

Emily Levings reported that she is continuing to build a **demographic database** of staff involvement in CETL activities, utilizing ACCESS software. Once the database is built, reports will be developed to determine who is utilizing the teaching and learning opportunities and surveys will be sent to them to determine what impacts those activities have had on their instruction.

Maria Cuzzo reminded committee members that representatives of the **Higher Learning Commission** are scheduled to visit the UW-Superior campus on March 29 and 30, 2010. They will be reviewing progress in the liberal arts initiatives on campus.

William Bajjali will be facilitating **GIS and GPS technology workshops** in April and May. The workshops have been developed through a LTDC Curricular Redesign Grant and are open to system-wide participation. The GIS workshops will be on-line, while two GPS workshops are to take place at UW-Superior and UW-Fox Valley. Detailed information will be provided via the Staff Digest, the CETL website, and notifications to other campuses.

At the next meeting Lisa Larson will report on the topic of Long Term Teaching Technology Goals.

The meeting was adjourned at 12:50 PM.

Respectfully submitted by Emily Levings.

On April 5, 2010, Suzanne Griffith motioned for approval of the minutes as submitted, and Karl Bahm seconded. No corrections were noted and the committee unanimously approved the minutes as submitted.

The next CETL meeting is scheduled for Monday March 22, at 12:00 noon until 12:50 pm in McCaskill 110E (following Spring Break).