



## Approved Minutes of CETL Advisory Committee Meeting

Date: April 5, 2010 12:00 – 12:50 PM  
McCaskill 110-E Conference Room

### Members present:

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

Academic Staff members: 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. Pamela Bustos, Ms. Kimberly Kelly, Mr. Travis Erickson, Student Representative

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

Maria did note an update to the final item in the minutes of March 8, which indicated that Lisa Larson would report at the next meeting on the topic of Long Term Teaching Technology Goals; this topic will instead be part of the discussion for the fall strategic plan. Also, the next meeting was scheduled for March 22 just after Spring Break; that meeting was cancelled.

**Report on HLC Visit** of March 29 and 30 by Dr. Henry Q. Rinne of Univ of Arkansas at Fort Smith; and Dr. Kristi L. Pearce of Black Hills State University in South Dakota. CETL was included in the presentation to these HLC representatives as part of “time-line” display. Maria Cuzzo represented CETL in a 30 minute meeting on faculty development with these reviewers. Susanne Griffith and Jennifer Bird had a meeting with one of the reviewers on the topic of First Year Experience. According to the Provost, they were pleased with the presentation, which will be a precursor to the HLC review in 2012. There was a good turnout for the luncheon. The General Education structure is an area requiring additional review including design of an assessment structure. The HLC Assessment Academy Team will assist to work to create a sustainable model for assessment. CETL’s role in the process will not be one of designing, but rather to assist in preparing the campus for implementation after a design has been formulated.

**Update on CETL’s demographic profile:** Phase 1 has been completed with collection of demographic data about those attending each CETL event over the past 3 years, including participant seniority, rank and title, and departmental affiliation. Phase 2 is to identify and develop the questions and queries we need to answer with this data, and then to build and run those queries. Phase 3 will be to develop surveys to provide to faculty and staff; the information from surveys will be used to develop impact and significance reports.

CETL members identified the following questions to be answered, based on the criteria of seniority, rank, and departmental affiliation:

- Who are attending CETL events.
- Who are not attending CETL events.
- Who are repeaters who attend multiple events.
- Who are attending technology-related events, and who are the repeaters.
- Determine what events are attended by the most participants, and the least.
- What is the difference in attendance between morning and afternoon events (during Enhancement Days particularly)

There was a discussion on how to proceed to an impact study of CETL work based on demographic profile. There was a suggestion to gather information and reporting tools from D2L tracking to use as examples. Members will need to determine what type of survey questions will provide the desired “significant outcomes” information: 1) generalized questions; 2) lichert scales; 3) mix of both. The evaluation survey should be tied to CETL’s goals and priorities. The information sought may require two surveys: one with feedback from previous attendees; another from all attendees (or those that have never attended).

**Report from First Year Seminar Coordinator Suzanne Griffith** on current status of the proposal that she submitted: A limited proposal was approved by Academic Affairs on March 30<sup>th</sup>, 2010. As of Fall 2012, all incoming freshmen (who have completed 21 credits on less) will be required to attend a First Year Seminar class. This will entail scheduling 25 seminars each fall semester and 5 seminars each spring semester. The ongoing discussion is how this will be implemented and determining if seminars will be a CORE requirement or a knowledge category.

**Peer Consultation** was the subject of the next discussion, as follow-up to the report provided on March 8, prepared by Suzanne Griffith, Hilary Fezzey and Heather Kahler. Maria posed the question, “What is next?” Heather made several suggestions: that a pilot program might be beneficial; the need to develop the relationship and expectations for the peers; perhaps a one-day workshop could be developed with attendance required by faculty and staff prior to engaging in a peer consultation exercise. There would also need to be some type of reporting requirement to maintain accountability. Maria asked each of the three members to the Peer Consultation subcommittee to report back to her about their willingness, or not, to develop the design for the program. At some future date, there will need to be a discussion with department chairs regarding the program.

Shaun brought to the committee’s attention that there is a UW System initiative (Growth Agenda for Wisconsin) that should be on CETL’s radar. This program’s aim is to significantly increase the graduation rates throughout the UW System through the year 2025. (See UW-System announcement attached or go to <http://www.wisconsin.edu/news/2010/r100405.htm>).

Due to time constraints, the upcoming CETL Events that were on the agenda were not discussed... descriptions can be found on the CETL Minutes of the March 8 meeting. Maria indicated that the conversation about Academic Instructional Staff and inclusion in the CETL programs will be continued at a future meeting.

The meeting was adjourned at 12:55 PM.

Respectfully submitted by Emily Levings.

On April 19, 2010, Karl Bahm motioned for approval of the minutes, and Brent Notbohm seconded. Suzanne Griffith and Emily Levings requested changes to correct the minutes, and the membership unanimously approved the minutes as amended.

The next CETL meeting is scheduled for Monday April 19, at 12:00 noon until 12:50 pm in McCaskill 110E.