



Minutes of CETL Advisory Committee Meeting

August 25, 2009 1:00 – 3:00 PM

McCaskill 110-E Conference Room

Members present:

Faculty members: Drs. Pamela Bustos, Brent Notbohm, Wendy Kropid, Shaun Lynch (convener), Steve Rosenberg, Hilary Fezzey

Academic Staff members: Heather Kahler, additional member to be announced

CETL Staff: Drs. Maria Cuzzo (Director), Lisa Larson (Coordinator of Instructional Development)

Recorder: Emily Levings, CETL University Services Associate

Members absent: Dr. Suzanne Griffith (CETL Coordinator of First Year Seminars); Mr. Travis Erickson (student representative)

Shaun Lynch as convener officially opened the meeting at 1:00 pm and turned the meeting over to Maria Cuzzo, Director of the Center for Excellence in Teaching and Learning.

Maria Cuzzo indicated that her role as director gives her the responsibility for supporting quality teaching and learning at UW-S, including arranging for resources and creative exchanges towards that goal. She welcomed members to the committee and the meeting (agenda item 1), and indicated that Tom Fennessey is working on providing the name of an additional Academic Staff member for the committee. Student Travis Erickson will attend future meetings when classes are in session. Maria noted that the committee members have the important role of advising the CETL Director and the Coordinator of Instructional Development on how to best proceed with CETL planning and activities (agenda item 2). Following Maria's request, members around the table introduced themselves and their relationship to the CETL objectives.

As Director of CETL, Maria noted changes to CETL for the upcoming academic year:

- The **“target” audience** for CETL has been designated as “educators”; this may be an item for upcoming discussion and review by the committee.
- The committee should review and revise as needed the strategic direction of CETL this year.
- Maria noted **CETL staffing changes** this year (item 7 of her agenda) which include
 - the permanent appointment of Emily Levings as a full-time University Services Associate for CETL,
 - a 25% appointment to CETL of Dr. Suzanne Griffith as Coordinator of First Year Seminars for the upcoming academic year.
- Emily will attend meetings and act as recorder of minutes, which will be posted on the CETL homepage on the web (item 5 of agenda).

Committee members were provided with handouts related to CETL's background (agenda item 3) and the following items of discussion:

- **CETL's mission**, which was developed in year one, should be reviewed and revised as needed. The current description follows: “The Center for Excellence in Teaching and Learning (CETL) provides faculty and instructional academic staff with services, resources and support to foster meaningful student learning and quality teaching within a liberal arts tradition.”

- CETL's **Summary Report for Faculty Senate**, dated March 31, 2009, was distributed for review. This provided background of CETL, which came into existence at UW-Superior on July 2, 2007, with Maria appointed to a 3-year term as Director. The report covered the activities of CETL from its inception through March of 2009. The information will need to be updated to include the new staff and committee members, as well as activities of late spring and summer 2009.
 - CETL's existence within the infrastructure of UW-Superior appears stable, showing up as a budget line item with permanent full-time support staff (Emily) and ½-time director (Maria) and inclusion in the Swenson Hall space design.
 - CETL has a close relationship to its UW-System-level counterpart OPID (Office of Professional and Instructional Development), and has obtained grants for faculty attendance at Faculty College and annual Teaching and Learning Fellows, as well as Summer Conversations.
 - CETL has arranged interdisciplinary opportunities for campus faculty and academic staff, including book clubs, new faculty orientation sessions, and on-site work shops such as those provided on Enhancement Day during the semester opening week.
 - CETL has provided grant opportunities to faculty and staff through UW-System's SoTL (Scholarship of Teaching and Learning) and obtains grants to bring experts to campus, such as Charlie Nutt (Spring Opening Week in January 2009), Stewart Ross (mid-August 2009) and Paul Gorski (Fall Opening Week in August 2009).
 - CETL has fostered support of technology instruction on campus.
- The **Report on CETL Advisory Committee Strategic Planning Process**, dated May 5, 2008, was distributed for review. The topics, themes, projects and programs addressed in this report should be revisited this fall of 2009.
- Maria indicated that CETL is included in the UW-S Academic Plan. This document should be located for review. Check with Joel Sipress or the web for a copy of the plan.

A conversation of projections for this year was led by Maria Cuzzo, and included a handout providing the CETL Budget for 2009-2010 (agenda item 4).

- The budget for CETL's 115 cost center "Tech/Curricular Design/books" received some cutbacks as a reflection of the UW-System cutback to that area.
- The budget for CETL's 102 cost center "CETL" was not affected by system or university cutbacks.
- Emily and Maria will be closely monitoring all expenses through the WISDM system to track how each project affects the CETL budget and expenses.

Maria and Shaun led a discussion of what CETL's role on campus could include for the upcoming year. This discussion included technology support, including recent initiatives by campus faculty such as D2L (Ann Miller), MING (Deb Augsburg), and website production (Haji Dokhanci). Other campus activities that CETL could support include Writing Across the Curriculum, Academic Service Learning, and the First Year Seminar. CETL also might serve as a liason to support funding and resources for assessment activities.

Lisa Larson was asked if she would comment to the committee as Coordinator for Instructional Development (agenda item 10).

- Lisa indicated that UW-System grants for curricular technology have been cut from \$250,000 to \$70,000 over the past 3 years.
- Since 2006, eleven UW-Superior faculty have participated in projects through grants.
- This year, at the end of October, a team of 4 faculty from UW-S will attend a focused teaching conference.

- Faculty member Hilary Fezzey has been working with Lisa on an “Information Literacy” project to develop a tool for student use and learning that will be integrated into several courses and will utilize the MLA handbook for formatting citations.
- The committee indicated that they would like to discuss technology issues at meetings throughout the coming academic year.
- Technology has been integrated into many of the Teaching and Learning conferences.

Future meeting issues suggested by CETL Advisory Committee members:

- The CETL \$500 grant to faculty for conferences may, or may not, parallel the Faculty Development Grants issued from the Provost’s Office. Emily will obtain from the Provost’s office the schedule for application and issuance of upcoming Faculty Development Grants, while Maria will discuss with David Carroll the current process and forms.
- Maria distributed a circle-map diagram “CETL Action Schematic” showing past initiatives as well as potential new activities.
- How can CETL improve the campus communication network, which may involve department chairs?
- Fall project for CETL will involve a new survey for target audiences.
- Workshop(s) in January 2010 during the Spring Semester Opening Week were suggested.
- Include leading questions in agenda for advisory committee members to think about prior to meetings.

Next meeting is scheduled for Monday September 14, at 12:00 noon until 1:00pm in McCaskill 110E, and every other Monday thereafter, but subject to change depending upon other conflicting meetings. Tentative future dates for CETL Advisory Committee meetings will be announced.

The meeting was adjourned at 2:50 pm.

Respectfully submitted by Emily Levings, as approved by Maria Cuzzo.

Approved by CETL Advisory Committee (HF, KH, MC, SL) via email 8-16-2009