

**Approved Minutes of CETL Advisory Committee Meeting**

Date: October 11, 2010 12:00 – 12:50 PM  
McCaskill 110-E Conference Room

Members present:

Faculty members: Drs. Karl Bahm, Bob Beam, Hilary Fezzey, Vicki Fingalson Madison

Academic Staff members: Heather Kahler and Scott Smith

CETL Staff: Drs. Maria Cuzzo (Director) and Suzanne Griffith (CETL Coordinator of First Year Seminars)

Recorder: Emily Levings (CETL University Services Associate)

Members absent: Drs. Lisa Larson, and William Bajjali (for Brent Notbohm), and Student Representative

The meeting began with a question by Suzanne Griffith addressing the minutes of the previous week's meeting. The discussion soon focused on the **First Year Seminar program**, which was on last week's agenda as well as the current meeting. There were questions regarding issues of funding, load and curriculum, which Suzanne and Maria clarified are under the control of the Provost, Academic Affairs and Faculty Senate, and which are not fully developed at this time. At the next meeting, Suzanne will bring the approved faculty senate minutes that detail requirements of the FYS program, including the mandatory requirement by 2012 that all freshmen take a First Year Seminar course. As Coordinator of the First Year Seminar programs, Suzanne's role is to support, facilitate and provide guidelines for the FYS instructors. It was noted that distance learning involvement is currently under development.

Next the **Minutes of the September 27, 2010**, meeting were reviewed as recorded and submitted by Suzanne Griffith. Bob Beam motioned approval of the minutes and Karl Bahm seconded the motion. No corrections were noted and the committee approved the minutes as submitted with 7 members approving and 1 abstaining.

Maria then focused attention on the **WEAVEonline** process, which is an online template being used campus wide for planning, budgeting and reporting purposes. Maria noted that assessment and reporting functions were highlighted as areas for improvement by the Higher Learning Commission for future accreditation of UW-Superior, and that the WEAVEonline system provides a method for accomplishing this. Although an accountability feature is not yet required, she expects it may develop in the future. She distributed copies of an email memo from Interim Chancellor Markwood dated September 22, 2010, to Unit Heads and Department Chairs detailing the status and purpose of this campus wide system, including significant deadlines:

- **August 2010** completion of 2009-2010 annual reports. Although this has been completed by CETL staff, Maria encouraged CETL Advisory Committee members to review what has been submitted.
- **Friday, November 19, 2010** due date for completion of 2010-2011 goals. Again, CETL staff developed a *draft* of the 2010-2011 goals for CETL, but request review and input from the CETL Advisory Committee members to develop the final submission.
- **January 28, 2011** due date for 3-year plans. CETL Advisory Committee input will be vital for this phase of the process.

Maria then focused the discussion on some of the issues to consider that have arisen over time relating to CETL's mission, and distributed a copy of CETL's Mission Statement, Key Themes and Priorities.

- The Mission clearly identifies faculty and instructional staff as the target audience for CETL. In recent years there have been questions from other constituencies (administrative, non-academic staff, classified staff) about how they can receive programs similar to the New Faculty Orientation which is currently limited to new faculty and 3-year contracted academic instructional staff.
- Although the role of curricular activities in educating students is well defined, in recent years there is increasing recognition of the importance of "co-curricular activities" involved in campus life and student activities. This raises the question of how the "educators" involved in these activities will be supported.
- Faculty renewal is an issue: "To foster teaching practices and innovations that improve student learning and engagement, including promoting deep, active learning, facilitating critical inquiry, and incorporating appropriate learning technologies." This issue was addressed this summer during a meeting of newly tenured faculty.

CETL's mission, as well as the key themes and priorities need to be reviewed, discussed, and revised as needed, while developing the goals for the coming years.

As background for what CETL has done since 2007, Maria distributed the following two documents prepared by her (and available on the webpage for CETL Advisory Committee Minutes):

- Report on CETL Advisory Committee Strategic Planning Process (dated May 2008)
- Summary Report for CETL Work 2007-Spring 2010

She also distributed a hand-drawn "CETL Action Schematic" that visually identifies the variety of programs and events through which CETL supports teaching and learning. Another resource that provides detailed information and background on CETL projects are the "CETL Connections" Newsletters, also available on-line at the CETL webpage [www.uwsuper.edu/cetl](http://www.uwsuper.edu/cetl)

Prior to the next meeting, Maria will send out three specific questions related to CETL goals, outcomes and measurements. These will be addressed at the next meeting.

The meeting was adjourned at 12:55 PM.

Respectfully submitted by Emily Levings on October 11, 2010.

Minutes approved October 25, 2010: Bob Beam motioned approval of the minutes and Karl Bahm seconded the motion. Maria Cuzzo noted one correction and the committee unanimously approved the minutes as amended.

The next CETL meeting for the fall 2010 semester is scheduled for Monday October 25th, at 12:00 noon until 12:50 pm in McCaskill 110E. Future meetings are scheduled for the Mondays of November 8, November 22, and December 6, 2010 (same time and place).