



## Approved Minutes of CETL Advisory Committee Meeting

Date: October 25, 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 member: Ms. Heather Kahler

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 (excused), Mr. Scott Smith, Dr. William Bajjali (excused), and Student Representative

The meeting was opened with a review of the **Minutes of the October 11, 2010**, meeting as submitted by Emily Levings. 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.

Maria continued the meeting with a brief overview of CETL projects and programs:

- **Wisconsin Teaching Fellows and Scholars program:** As of October 25, no proposals have been submitted; the deadline for submission of proposals is extended to November 12, 2010. Maria encouraged CETL advisory members to promote interest in the **WTFS** program within their departments and units.
- **CETL Discipline Grants program:** To date, five faculty have been awarded grants of \$500 each to attend upcoming conferences focused on their field of study and including SoTL sessions. Three more are under review, which leaves up to two open to reach the maximum funding of \$10,000 by CETL.
- **Enhancement Day for January 2011 will focus on assessment.** Day one of Welcome Week (Tuesday, January 18) will include the All Campus Welcome followed by targeted constituency meetings, including the General Education committee that feature guests Robbie Teahan and Bob Mundhenk. Day two of Welcome Week (Wednesday, January 19) is Enhancement Day with an all campus Keynote Address by Robbie and Bob, followed by morning and afternoon concurrent sessions focused on assessment.
- **UW System President's Summit:** Proposals by presenters for this spring 2011 OPID conference are due November 15, 2010. Last year a large group from UW-Superior faculty and staff presented and attended the conference in Madison. This year the conference is scheduled for April 29-May 2, 2011.
- **First Year Seminar program:** Six FYS courses proposed for **Spring 2011** are to be reviewed by Academic Affairs on October 26. They have already been approved by the First Year Experience committee. Students eligible to attend the Spring 2011 First Year Seminars will include incoming freshmen, as well as 30 seats for freshmen who started in Fall 2010 but did not attend a First Year Seminar.

Recruitment for **Fall 2011** seminars and instructors is underway, with informational sessions scheduled for Friday November 5 and Wednesday November 10 for interested instructors. The deadline for submission of proposals to Suzanne Griffith is November 30<sup>th</sup>, 2010.

**Strategic Plan:** For the last half of the meeting, Maria focused the group's attention on CETL's 2010-2011 Goals, Outcomes and Objectives, using the **WEAVEonline** planning, budgeting and reporting tool. At the previous meeting Maria had presented an initial draft of the Mission and Goals developed by CETL staff, for review and recommendations from the Advisory Committee. At the October 25<sup>th</sup> meeting, Maria distributed an updated handout of the 5 Goals, as well as 14 related Outcomes/Objectives, and Measures & Findings. We covered the Goals, Outcomes and Objectives, with some word change recommendations made, and a 15<sup>th</sup> Outcome added (for CETL Newsletter and web presence). Maria noted that the statements are still in the developmental stage and recommendations for changes are welcome. At the next meeting (November 8) the group will review the Measures & Findings. CETL's 2010-2011 finished statements are due in the WEAVEonline format on **Friday, November 19, 2010**.

The meeting was adjourned at 12:55 PM.

Respectfully submitted by Emily Levings on November 1, 2010, via email.

Minutes approved at the November 8, 2010, CETL Advisory Committee meeting, as submitted.

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