

Approved Minutes of CETL Advisory Committee Meeting

Date: February 21, 2011 12:00 – 12:50 PM

McCaskill 110-E Conference Room

PRESENT: Faculty members Drs. Bob Beam, Hilary Fezzey and Vicki Fingalson Madison,
Academic Staff Members: Heather Kahler and Scott Smith
CETL Staff: Drs. Maria Cuzzo (Director), Lisa Larson (Coordinator of Instructional
Development), Suzanne Griffith (Coordinator of First Year Seminars)

Recorder: Emily Levings

Members absent: Karl Bahm, Brent Notbohm, and Student Representative

The **Minutes of February 7, 2011**, were reviewed and approved. Bob Beam made a motion to approve the minutes, Vicki Madison seconded the motion, and Maria Cuzzo moved to approve them. No corrections were noted, and the members present unanimously approved the minutes as submitted.

An electronic copy of the proposed **WEAVEonline Assessment Report for CETL for 2011-2014** was provided to all Advisory Committee members prior to the meeting, and paper copies were available at the meeting also. A supplement summarizing the funding and staffing requirements to meet the proposed goals and outcomes was also provided. Many outcomes were dependent upon future budget and staffing increases, which Maria considered unlikely because of impending state budget spending cuts.

Modifications in the 3-year plan from the current 2010-2011 plan were outlined in the meeting of February 7 (see approved minutes). Maria highlighted some of the changes. Several areas of “priority” within the mission section were added to reflect the goals more completely. Goal 6 was added to support and grow a quality First Year Seminar program, and Outcome #13 was expanded to include the FYS program requirements. Other new Outcomes included #16 to continue to develop a peer consultation program, #17 to develop methods of disseminating learning of educators at conferences, #18 to maintain a CETL Discipline Grant program for educators, and #19 to create a Curricular/Co-Curricular Grant program. In addition, budget and staffing implications were included for all Outcomes/Objectives. Measures remained basically the same.

Maria next requested input from the CETL Advisory Committee regarding the report’s content. It was noted that valuable programs had been included requiring additional staff, but the question was asked “how will the coordination be added.” Maria replied that the role of the Director would change from that of a producer to that of a facilitator and coordinator. It was also noted that the current budget climate does not bode well for increased funding or staffing, but that they must be requested in order to be considered. Outcomes are uncertain as many internal forces and state mandates beyond CETL’s control play out through the current calendar year.

Suzanne Griffith reported briefly on the “**Learning and the Brain**” national conference/consortium she attended last weekend. She indicated she would make available her “write ups” of the sessions that she had attended. All were applicable to teaching and learning.

To wrap up the meeting, Maria provided a brief preview of coming events:

- Having received the evaluations for the **New Faculty Orientation series**, the planning sessions for the Fall 2011 series will be underway before the end of the semester.
- Based on the recent **CETL Newsletter** survey, most responders indicated that they would prefer to continue with two issues per year, but that providing it in a paper format was not needed. The next issue will be provided online at the CETL website, and via emails with a link to the website issue. A small number of paper copies will be produced for targeted recipients.

- An **CETL Impact Survey** will be developed and provided for completion to those who have participated in CETL events and activities. The demographics data is up-to-date through the past two calendar years.
- There are currently four instructors involved in **Teaching with Technology** projects (as named in the recent CETL Newsletter).
- **First Year Seminar planning** will continue with a training session scheduled for May 2011.

Meeting adjourned at 12:50 p.m.

Respectfully submitted by Emily Levings

Heather Kahler made a motion to approve the minutes, Hilary Fezzey seconded the motion, and Maria Cuzzo moved to approve them. No corrections were noted, and the members present unanimously approved the minutes as submitted.

Unless notified otherwise, the next meeting is scheduled for March 7, 2011, from 12:00 noon until 12:50 p.m. in McCaskill 110-E.