

Approved Minutes of CETL Advisory Committee Meeting

Date: February 7, 2011 12:00 – 12:50 PM

McCaskill 110-E Conference Room

PRESENT: Faculty members Drs. 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, Bob Beam, Brent Notbohm, and Student Representative

The **Minutes of January 24, 2011**, were reviewed and approved. Heather Kahler made a motion to approve the minutes, Scott Smith seconded the motion, and Maria Cuzzo moved to approve them. No corrections were noted, and the members present unanimously approved the minutes as submitted.

Maria distributed a summary of the evaluations received for the January 18 and 19th Enhancement Day sessions on **assessment**. After allowing review of the document (attached) she opened a discussion on “next steps” in assessment, naming the possible options of another all-campus enhancement day or a summer conversation. She noted that the same discussion was held at the Provost’s Leadership Team, and that there were divided opinions on whether, or not, these would be the best way to move forward on assessment. She requested input from the advisory committee. Several members indicated hearing comments by campus staff that there was confusion about the link between WEAVEOnline and assessment, as well as how the Liberal Arts Initiatives are linked to undergraduate departmental goals. It was suggested that a review of major campus goals, initiatives and programs and how they link and support each other would help campus staff understanding. Maria noted that the responsibility for determining how the campus would move forward on assessment is with Interim Provost Faith Hensrud and Eri Fujieda, Assessment Coordinator. CETL will provide support as appropriate.

The remainder of the meeting was dedicated to review of the 15 page rough draft of **CETL’s WeaveOnline 3-year Plan** that had been prepared by Maria Cuzzo. She indicated that there were updates from the 1 year plan to the 3 year plan in the language of the goals, but that measures would be the same. Most of the changes were dependent upon future budget and staffing increases, which she considered unlikely because of impending state budget spending cuts.

A change to CETL’s **mission statement** would replace “all faculty and instructional staff” with “all educators” as the recipients of its resources and support. This change reflects the trend to acknowledge co-curricular activities as a source and support of student learning, in addition to classroom activities. Current CETL demographic data shows that 35% of staff attending activities in 2010 were from non-academic departmental units.

The following goals and outcomes were reviewed and any changes from the 1 year plan were noted:

- G1: Foster dialogue on campus about teaching and learning issues.
- G2: Foster inter-disciplinarity and “break down silos/build bridges.”
- G3: Enhance learning and instructional technology understanding and visibility on campus.
- G4: Support educators developing self-reflective practice about teaching and learning.
- G5: Provide opportunities for educators to learn about the institution, its mission and its teaching and learning practices (added Fall 2010).
- O1: Model instructional technology by using it in CETL sessions (G3).
- O2: Provide workshops for educators about learning technologies (G3).
- O3: Provide Teaching with Technology (TwT) project funding and consultation (G3).
- O4: Create annual intensive summer teaching and learning training for educators (G1,2,4).

- O5: Organize an Enhancement Day for supporting teaching and learning and learning about the institution. (G1,2,3,4,5).
- O6: Organize annual cross-campus conversation (G1,2,5).
- O7: Offer book clubs and small group opportunities for self-reflection (G1,2,4).
- O8: Foster effective assessment of CETL programming and its impact to strengthen quality teaching and learning (G1,2,3,4,5).
- O9: Provide equipping sessions in various teaching and learning pedagogies with key emphasis on best practices (G1,2,3,4,5).
- O10: Provide support for higher education and teaching/learning conferences (G1,2,3,4,5).
- O11: Design, organize and provide a New Faculty Orientation Series and ad hoc orientation session (G1,2,3,4,5).
- O12: Support SoTL (Scholarship of Teaching and Learning) work and assessment practices (G1,2,3,4,5).
- O13: Support First Year Seminar (FYS) program as part of the liberal arts initiatives
- O14: Foster and support effective assessment practices related to the Liberal Education Learning Goals and student-centered learning (G1,2,5).
- O15: Generate newsletters, marketing, webpage, and educational materials for campus to enhance teaching and learning (G1,2,3,4,5).
- O16: Continue to develop peer consultation program (G1,2,3,4,5).
- O17: Develop CETL Brown Bag Series (G1,2,3,4,5)0.

Currently CETL is understaffed to fully support all of the programs that it has developed over the past 3 years. Current staffing includes a .5 Director, 1.0 classified University Services Associate, 1.0 Coordinator of Instructional Development and a .5 Coordinator of First Year Seminars. Additional funding and staffing will be proposed in the report to manage the current level and proposed growth in CETL programs.

Maria requested feedback from the members in attendance regarding the plan. All agreed that the information and proposed increases to funding and staffing in the document were reasonable. It was noted that the Outcomes for CETL's Discipline Grants program needed to be included in the plan, as well as the addition of the proposed Co-Curricular Grants program.

CETL staff and advisory members were asked to think about and identify potential programs to cut in case of funding cuts. Two areas mentioned were out-of-state conference support, and summer programs that utilize non-UW-System presenters and require stipends for attendees. Since the deadline for completion of the plan was moved to February 15, 2011, any additions or concerns to be considered should be addressed to Maria Cuzzo as soon as possible.

Meeting adjourned at 12:50 p.m.

Respectfully submitted by Emily Levings

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.

Unless notified otherwise, the next meeting is scheduled for February 21, 2011, 12:00 noon until 12:50 p.m. in McCaskill 110-E.