



Approved Minutes of CETL Advisory Committee Meeting

Date: September 1, 2011 9:30 – 11:00 AM

Swenson Hall 2074 – CETL Seminar Room

PRESENT: Faculty members, Drs. Karl Bahm, Virginia Donovan, Hilary Fezzey, Vicki Madison and Brent Notbohm

Academic Staff Member: Heather Kahler

CETL Staff: Drs. Maria Cuzzo (Director), Lisa Larson (Coordinator of Instructional Development), and Suzanne Griffith (Coordinator of First Year Seminars)

Recorder: Emily Levings

Members absent: Mickey Fitch (excused), and Student Representative

The first meeting of the 2011-12 academic year began with a brief tour of the offices within the Markwood Center for Excellence in Teaching and Learning (CETL) on the 2nd floor of the new Swenson Hall campus building. Members and CETL staff in attendance then introduced themselves to one another. It was noted that Mickey Fitch was unable to attend due to a student related commitment. Also, a new LTE position within CETL is currently filled and funded through a digital video grant awarded to Lisa Larson.

Maria Cuzzo then explained the role of the members of the advisory committee as well as CETL staff. The primary responsibility of committee members is to attend meetings and provide a checking mechanism and creative input to CETL staff. The usual meeting involves information sharing, brainstorming and feedback on pending opportunities and challenges. Committee members serve as ambassadors to CETL within their constituency groups, distributing as well as gathering information related to CETL programs and professional development needs. At times they are asked to provide assistance in developing specific programs, such as last year with groundwork for design of a Peer Consultation program.

The CETL Advisory Committee will meet on a regular basis, every other week from 12:00 noon until 12:50 p.m. in the CETL seminar Room (Swenson 2074). The next meeting will be held either September 12 or 19 (still to be determined, and members will be notified).

The CETL webpage (www.uwsuper.edu/cetl) provides information about CETL programs available to the campus community. The online newsletter provides an overview of most of the programs involved with CETL.

Last year the campus instituted the WEAVEonline planning/reporting tool for all campus units and departments. As such, CETL developed a strategic vision plan through the next 3 years, including its Mission, Goals, Outcomes and Objectives. As Director of CETL, Maria Cuzzo has primary responsibility for developing the WEAVEonline plan for CETL; however, the CETL committee provides the necessary review and recommendations of the information to be presented. Each February a plan is submitted for the coming fiscal/academic year (July 1-June 30), and each September a report is submitted providing “Met” and “Not Met” goals for the previous year’s plan. The current report is due on September 15, but is extended to allow review by the Advisory Committee at its next meeting.

A brief discussion of the CETL budget was provided. A CETL Budget Plan Draft for 2011-2012, prepared by Maria, was distributed to all members; it includes a description for each category of spending and dollar amounts, including cuts or increases. The greatest cut in funding is to travel for campus educators to attend national conferences. The categories with increased funding include an LTE for support of Instructional Development (initially through the grant awarded to Lisa), expanded SoTL presence in programs, and funding for Brown Bag sessions and Webinar sessions.

Assessment was the focus of CETL's training endeavors during the last year through this fall. CETL's next focus will be on supporting technology across the campus through a collaborative project on "The Year of Technology: 2012" encompassing Technology Services, Distance Learning, CETL and the Library.

Another initiative is to expand SoTL (Scholarship of Teaching and Learning) on the campus. This includes redesign of Teaching with Technology (TwT) projects under Lisa Larson's management; Lisa will be supporting five full-year projects that include a research component beyond surveys in which instructors analyze data and outcomes. For each project, the instructor focuses on student learning through utilization of a new technology.

Another aspect of the SoTL initiative is to recruit a SoTL team, open to all educators; this project will promote interest in SoTL while highlighting past SoTL projects developed through the Wisconsin Teaching Fellows and Scholars (WTFS) program, as well as individual SoTL projects by campus educators.

Last year an initiative to promote curricular and co-curricular collaboration was developed as a grant program and this year that program will implement funding to approved campus partnering teams.

Suzanne Griffith provided background on the First Year Seminar program, which has developed into a mandatory academic requirement for all freshmen effective with the fall 2012 semester. In June a session focusing on inclusive pedagogy was held for First Year Seminar instructors and funded through an inclusive excellence grant awarded to Suzanne Griffith. A working session for FYS instructors was held on in May, followed by a make-up session in June. Another working session for First Year Seminar instructors was held on August 29th during Opening Week. Data collected from Fall 2010 showed a 73% return rate for students that took a First Year Seminar course, compared to a 66% return rate for students that did not take a First Year Seminar. Suzanne is working to arrange 25 First Year Seminars for fall 2012; some of the challenges include managing staffing logistics and integration of Distance Learning in the First Year Seminar programs. A system wide First Year Seminar conference has been proposed for spring of 2012.

Lisa Larson reported on developments within the Learning Technologies Development Council (LTDC) that are planning for regional showcases rather than a statewide conference. The regional showcase for Wisconsin's northwest region will be held in Eau Claire on a Friday in mid-February and will include participants from UW Eau Claire, River Falls, Stout, Barron County, and Superior.

Maria provided an brief overview of the CETL events that have taken place since the close of the 2010-11 academic year, and invited comments and feedback from committee members. The events included:

- Summer Forum on Assessment, a collaboration between CETL and the Assessment Office that organized two days of working sessions for academic programs on campus and featured HLC expert Dr. Cia Verschelden. Representatives from about half of the campus academic programs engaged in the sessions.
- In mid August a CETL Teaching & Learning Intensive Workshop focused on Classroom Assessment Techniques (CATs) with Dr. Carlene Vande Zande, and its connection to SoTL with Dr. Nancy Chick.
- A New Faculty Orientation (NFO) series is in progress with its first meeting during Opening Week. Maria noted that one unforeseen outcome of the cohort experience is development of subgroups within some departments. Department chairs are kept informed of all issues discussed within the NFO series.
- Assessment was again the focus of the Fall 2011 Faculty & Staff Enhancement Days and featured Cia Verschelden. The schedule was split between two days, with two breakout sessions on the afternoon of the first day (following the all-campus opening meeting and picnic). The morning of day two began with an HLC "Kick-Off" event in the Yellowjacket Union, followed by a 3rd breakout session ending at noon. Following are comments from committee members regarding the Enhancement Day sessions:
 - The Kick-Off event helped to alleviate the heavy and daunting nature of assessment tasks.
 - The creative way issues were presented made the points more memorable.
 - There was a sense of campus-wide involvement, rather than just importance for academic units.

- Scheduling of Enhancement Day on the first day of Opening Week, right after the All Campus Opening and Picnic, decreased attendance since many staff felt the need to get organized for start up of classes.
- Some comments were that the sessions were not relevant or useful and that there was not enough diversity of choices.

Additional discussion will be held at the next meeting to determine the negative or positive aspects of having the Enhancement Day sessions split between two days.

Respectfully submitted by Emily Levings, CETL University Services Associate

On September 19, 2011, Brent Notbohm motioned for approval of the minutes of 9/1/2011 and Karl Bahm seconded the motion. Suzanne Griffith provided correction on information provided relating to First Year Seminars, and Brent Notbohm noted correction to designate his presence at the 9/1/2011 meeting. The advisory committee voted unanimously to approve the minutes as amended.