Minutes of CETL Advisory Committee Meeting  
Date: November 14, 2011 12:00 – 12:50 PM  
Swenson Hall 2074 – CETL Seminar Room

PRESENT:
Faculty members: Drs. Karl Bahm, Virginia Donovan, Hilary Fezzey, and Mr. Brent Notbohm
Academic Staff Members: Mickey Fitch and 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, CETL Program Associate
ABSENT: Dr. Vicki Madison and Student Representative (unnamed)

Maria Cuzzo called the meeting to order at noon and welcomed members.

The first item on the agenda was the Budget Lapse and its effect on the CETL Budget. Maria said that the scheduled November 8th UW-Superior submission to UW System listing items that will manage the funding losses has been postponed until November 15, so no details of final decisions are yet available. CETL was asked to propose a 10% decrease in funding in its 102 cost center areas of Supplies & Expenses, as well as stipends. There was no request for decrease in personnel. The areas that Maria has proposed for cost cutting between now and June 30th 2012 are listed below:
- First Year Seminar anticipated funding increase for program expansion
- Outside speaker fees for Enhancement Days (presentations from “in-house” instead)
- SoTL initiative downsized to eliminate outside speakers (Spring book club proposed)
- Cancellation of one Curricular/Co-Curricular Grant
- Summer Technology Institute plans on hold
- Cancellation of usual conference attendance regionally and statewide downsized (already planned avoiding national conferences this year)

CETL estimates 15% in cost-cutting measures during the year of the “lapse” (2011-2012)

There are also several unexpected financial developments that will affect final numbers for the CETL budget process:
- The New Faculty Orientation series is costing double what was projected, due to increased numbers (and coffee service);
- Cost of CETL administrative operations appear to be twice what was projected, primarily as a result of increased copying and printing for promotional materials; for “in-house copying” (resulting in decrease in “outside printing,” especially of Enhancement Day and FYS brochures); costs for new copying system in Swenson not available until after December, so the cost projections will be more accurate when copier chargeback costs are posted.
- Carryover of FY11 funding of for June 2011 Assessment Forum not yet processed and under consideration.

Maria forecast that the budget tracking and calculations activities will be evolving throughout the coming year. She noted that the Continuous Improvement Planning Team (CIPT) is working with campus administration to figure out the best proposal for “lapse” items. She noted that professional development is considered by them as a priority investment, but that it is under consideration when funding for classes is an issue.
Maria noted that the budget issues will encourage UW-Superior to tap into the expertise available within the local region. It provides a launching pad into collaborative efforts with other colleges locally and regionally. As an example, Lisa Larson noted that the keynote speaker of the LTDC showcase to be held in Eau Claire is from Duluth. When questioned, Maria shared her opinion that the UW-Superior administration shares the view that teaching and learning opportunities for students are a top budget priority and need to be protected.

Negative concerns regarding the budget issues were also expressed. One member expressed the opinion that the lapse provides an opportunity to “trim the fat” and thus promote better programs. This opinion was quickly refuted by several faculty who have repeatedly undergone budget cutting process and exercises over the last 10 years. For faculty and staff to be continually confronted with decisions about what they can do LESS of, or defending the time they take to accomplish what they DO, is a difficult situation and does not sustain positive attitudes. The attitude is aggravated by the knowledge that the campus community is responding to a condition that it has no control over.

The discussion was directed to the new Teaching, Talk & Tea discussion series that CETL launched on November 1st. Three members of the Advisory Committee have already been involved in facilitating a session: Mickey Fitch opened the first session, while Lisa Larson and Hilary Fezzey provided a session the following week. Though not a lot of people attended each session (typically 3 to 5), those presenting and attending have reported to Maria and others that they enjoyed the discussions. Mickey Fitch suggested that more staff could have the opportunity to listen to the discussions if they were provided on audio or video podcasts, and that this might be considered in order to share the information.

Next, Suzanne Griffith reported on the First Year Seminar program. She is currently finalizing the schedules for next fall 2012 and spring 2013 offerings. She’s working with some faculty to switch their FYS teaching schedule from spring to fall, so that she can provide 24 FYS classes in the fall, which would provide 360 class seats for new freshmen and transfers. She provided a draft document listing proposed seminars for the 2012-13 academic year, and discussed the student eligibility limit of 28 credits for taking FYS classes. Suzanne also informed the committee that OPID has funded a grant for a meeting of First Year Seminar coordinators and faculty (2-3 per campus) to take place March 1-2, 2012 in Oshkosh, WI. She’s hoping that a conference with sessions can be organized for the following year.

Maria Cuzzo provided information about Enhancement Day, scheduled during Opening Week in January and focusing on “Being a Student-Centered Campus.” The presentations will be provided by campus faculty, staff and students and engender minimal costs. The “Call for Proposals” has been issued and several proposals for sessions have been submitted. Lisa noted that this would provide an opportunity for faculty to propose a session on the value of teaching practices that may be disrupted or discouraged by the budget cutting measures. Maria noted that the focus presentation(s) will be a short video or performance vignettes provided by students, followed by a panel discussion representing various campus groups with “modeled” dialogue. CETL staff will be reviewing proposals later this week.

The Wisconsin Fellows and Scholars Program selection process for 2012-13 awards is underway by CETL staff (Maria Cuzzo and Suzanne Griffith) and advisory members (Karl Bahm and Hillary Fezzey). The selection process should be complete by the end of the week (Nov. 18) and recommendations made to the Provost, and then System.

Lisa Larson reported that the Teaching with Technology program and its projects were coming along as expected. She is particularly interested in the data that Heather Kahler and Marilyn Toscano will gather during the Spring semester relating to utilization of technology programs that provide individualized instruction.
Lisa also informed members that the Call for Proposals for the **Regional Technology Showcase** will be extended beyond the initial November 15 deadline. Regional showcases statewide are a new initiative in lieu of the usual annual LTDC meeting in Madison. Currently there are three proposals that have been submitted for the Northwest Regional Technology Showcase, one coming from UW-Superior. This showcase will be held in Eau Claire on Friday, February 24\(^{th}\), 2012.

Maria informed the committee of another positive development on campus … the formation of a collaborative team (**Teaching & Learning IITS Team**) to discuss, inform and plan issues relating to technology. The committee includes representatives from Technology Services, the Library, Distance Learning, and Lisa Larson from CETL. Lisa provided more detail about the team’s purpose and challenges. It is an off-shoot of the IITS (Information & Instructional Technology Services) Council.

Maria asked for **feedback** from committee members on comments heard from others about CETL or the programs it provides, such as the First Year Seminar. Suzanne mentioned that a false rumor had circulated that the FYS program was being cut due to the budget situation. Also, she indicated that several faculty have questioned whether the 15 student cap on FYS classes would be raised. Heather Kahler let the committee know that Kim Kelly in Student Support Services might be able to provide feedback from students on rumors or information that they are hearing.

Meeting adjourned.

Emily Levings recorded and submitted these minutes.

At the November 28\(^{th}\) meeting, Karl Bahm motioned for approval of the minutes and Virginia Donovan seconded the motion. The advisory committee voted unanimously to approve the minutes as submitted.