Minutes of CETL Advisory Committee Meeting  
Date: November 28, 2011  
12:00 – 12:50 PM  
Swenson Hall 2074 – CETL Seminar Room

PRESENT:  
Faculty members: Drs. Karl Bahm, Virginia Donovan, Hilary Fezzey, and Dr. Vicki Madison  
Academic Staff Members: Mickey Fitch and Heather Kahler  
CETL Staff: Drs. Maria Cuzzo (Director) and Suzanne Griffith (Coordinator of First Year Seminars)  
Recorder: Emily Levings, CETL Program Associate

ABSENT: Mr. Brent Notbohm, Dr. Lisa Larson (excused) and Student Representative (unnamed)

Suzanne Griffith opened the meeting at noon with a discussion of the **First Year Seminar** program. Suzanne reported that the Fall 2012 and Spring 2013 session proposals were under review, but not yet finalized. The primary concern is the lack of enrollments for Spring 2011. The Provost will make any final determination about cancellations and departments will reassign faculty as needed. The Advisory Committee discussed what the reasons for the low enrollments might be, and suggested that emails to eligible students could be sent out to determine why they are not enrolling.

Next, Maria Cuzzo requested that committee members review the drafts of the **Minutes of the Meetings of October 17 and November 14, 2011**, as submitted by Emily Levings. Hilary Fezzey motioned for approval of the minutes of October 17, and Mickey Fitch seconded the motion. The advisory committee voted unanimously to approve the minutes as submitted. Karl Bahm motioned for approval of the minutes of November 14, and Ginny Donovan seconded the motion. Once again, the advisory committee voted unanimously to approve the minutes as submitted.

Up for discussion next was the **Budget Lapse** and its effect. Maria reported that Dr. Mark Nook from UW System had indicated that the lapse amount was still not determined, and she did not expect that the negotiations would be identified until late December 2011. She reported that $700,000 in potential cuts had been identified by UW-Superior administration and the Continuous Improvement Planning Team (CIPT) with input from departments and units. The potential sources for an upper limit lapse of $1.13 million had not been identified.

Maria then moved the discussion to the need for every unit to undergo “value-added” review to provide qualitative and quantitative assessment. One question she posed to the CETL advisory committee was, “Are OPID and other UW System groups redundant or repeatable?” A cost benefit is the primary consideration during this time. WEAVE planning needs strategic thinking in order to present CETL’s value-added benefits to both student learning and professional development. Surveys could be developed to gauge these outcomes. Relating to “system” supported programs, one member noted that smaller groups provide more influence and accountability. Another suggestion was to utilize technology for system-wide collaborations. Relating to assessment, a member suggested reviewing recent syllabi compared to older syllabi to determine whether course goals and assessment reflected changes in teaching and learning strategies.

The final discussion focused on the **January 2012 Enhancement Day** program. Maria reported that the program is still in the planning stages, but the suggested agenda is that the day will begin with a 5-minute video of interviews with students about whether UW-Superior is a “Student-Centered” campus. There will then be a five-minute overview by Renee Wachter, followed by two panel discussions: first between
students, and next between faculty and staff, on their views of the “student-centered” campus. In the late morning and in the afternoon there will be three groups of breakout sessions. The only anticipated cost will be $600 for the production of the video.

In closing, Maria noted that the next meeting will focus on WEAVE planning.

Meeting adjourned.

Minutes recorded and submitted by Emily Levings.

At the December 12, 2011 meeting, Karl Bahm motioned for approval of the minutes of November 28, and Hilary Fezzey seconded the motion. With no changes to the report as submitted, the advisory committee voted unanimously to approve the minutes.