Approved Minutes of CETL Advisory Committee Meeting  
Date: February 27, 2012 12:00 – 12:30 PM  
Swenson Hall 2074 – CETL Seminar Room

PRESENT:
Guest: Dr. Eri Fujieda, University Coordinator of Assessment  
Faculty members: Drs. Karl Bahm, Virginia Donovan, Hilary Fezzey, Vicki Madison and Mr. Brent Notbohm  
Academic Staff Member: Heather Kahler  
CETL Staff: Drs. Maria Cuzzo (Director) and Suzanne Griffith (Coordinator of First Year Seminars)  
Recorder: Emily Levings, CETL Program Associate  
ABSENT: Dr. Lisa Larson (excused), Mickey Fitch (excused), and Student Representative (unnamed)

1. Maria Cuzzo opened the meeting with a request that committee members review the draft of the Minutes of the Meeting of February 13, 2012, as distributed via email and at the beginning of the meeting by Emily Levings. Karl Bahm motioned for approval of the minutes and Vicky Madison seconded the motion. No one requested any discussion of the minutes. All present voted unanimously to approve the minutes as submitted.

2. Maria informed the committee members that the meeting would be short and would adjourn by 12:30 p.m. so that members could use the time to attend a meeting with a candidate for the Director of Enrollment position.

3. Eri Fujieda was introduced and invited by Maria to present her proposal for an all day June 5th workshop on “Improving Student Learning in General Education Through Assessment,” to be held on Tuesday, June 5th, in the Yellowjacket Union Great Room. Eri will attend the General Education Committee meeting on March 1st and hopes the proposal will be discussed and approved at that time. A draft of her proposal was provided to the CETL Advisory Committee members for review. She noted that assessment of general education courses was one of UW-Superior’s weaknesses noted by the Higher Learning Commission (HLC) last year. She contends that the workshop will encourage broader involvement of staff in discussions and understanding of assessment. The workshop will provide a forum for discussion of learning goals across the disciplines and how assessment can be managed with the newly revised gen ed courses. Eri departed the meeting at 12:15 p.m. upon concluding her presentation and answering questions.

4. Maria then invited Suzanne Griffith to update the advisory committee about any new developments in the First Year Seminars. Suzanne informed the members that a new numbering system for First Year Seminar courses has been developed that will be brought to the General Education Committee for approval on March 1: the courses will have the prefix “FYS” (instead of “IDS”) and the numbering will indicate diversity and non-western components, as well as the general education category for each course. Suzanne also informed the committee that 2 of the 23 FYS course instructors initially scheduled for Fall 2012 have withdrawn their courses from the schedule, although 23 are required in order to accommodate all of the first year students expected next fall. Work on preparing a mock-up brochure publication for the Fall
2012 First Year Seminars will begin soon, so that it is available to potential Freshmen students this spring and summer.

5. Maria informed members of the committee that CETL’s **final budget request** has been submitted as provided to members previously, including additional justifications requested by the Provost.

6. Maria informed the committee that CETL has received no applications to date for **the Digital Storytelling Program** that Lisa Larson has developed for this spring. The call for proposals was issued by Lisa on February 10 and has been advertised in the Staff Digest since then, with a March 9th deadline for applications. The program will provide funding and training support for up to 8 faculty and staff to each create a 3 to 5 minute digital story on one of three topics: a common misconception in their discipline, their process of becoming a writer, or their process of becoming more globally aware. Maria encouraged members of the committee to promote the program and this opportunity among their colleagues.

7. Maria mentioned that the **Spring CETL Book Club** will commence its first meeting this Tuesday, with five members joining facilitators Terry McGlasson and Ann Miller in a discussion of first year students using.

8. Maria is in the process of organizing a second book club this spring to promote SoTL work on campus.

9. Next, committee members considered ideas for the mid-August **CETL Summer Intensive Workshop**. Themes that were suggested included:
   1) a hands-on instructional technology workshop and
   2) a “home-grown” workshop on inclusive pedagogy that would examine learning styles, as well as issues of privilege related to income and race (as brought to local attention by the Un-Fair Campaign).
   Maria requested that members think about other themes to discuss at the next meeting.

10. Next, Maria encouraged the committee to consider ideas for next **Fall 2012 Enhancement Day, with a focus on Recruitment and Retention** and a “home-grown” array of topics for presentation. She suggested that they consider ideas for in and out of the classroom and noted that this will be a good time to highlight the new enrollment director to the campus. It might also provide an opportunity to highlight a “Who we are” showcase of departmental and unit achievements. This issue will be discussed over the next two CETL meetings.

11. A **follow-up series on Student-Centeredness**, the January Enhancement Day focus, is being organized for morning and afternoon sessions this spring, tentatively starting on March 15th.

12. **Evaluations for each of the Student Centered Campus Enhancement Day sessions** held on January 18 were distributed to each of the CETL Advisory Committee members for review.

13. The deadline for **applications for Faculty College** is at noon this Wednesday, February 29th. CETL has already received enough applications that we will be able to send four instructors, in addition to the Wisconsin Teaching Fellow (Lois Guderian) and Scholar (Monica Roth Day).
The meeting adjourned at 12:30 p.m.

Minutes recorded and submitted by Emily Levings.

At the March 12, 2012 meeting, Hilary Fezzey motioned for approval of the minutes of February 27, 2012, and Vickey Madison seconded the motion. With no changes to the report as submitted, the advisory committee voted unanimously to approve the minutes.