Approved Minutes of CETL Advisory Committee Meeting  
Date: October 15, 2012 12:00 – 12:50 PM  
Swenson Hall 2074 – CETL Seminar Room

PRESENT:
Committee Faculty members: Karl Bahm, Virginia Donovan, Gary Johnson, Vicki Madison and Brent Notbohm  
Committee Academic Staff members: Chris Cherry and Mickey Fitch  
CETL Staff: Maria Cuzzo (Director) and Suzanne Griffith (Coordinator of First Year Seminars)  
Ad Hoc members: Carolyn Caffrey Gardner (LTDC Representative); David Orts (CETL LTE Audio-Visual Specialist)  
Recorder: Emily Levings  
Members absent or excused: Hilary Fezzey (OPID Faculty Representative); Joe Kmiech (Director, Technology Support); and Student Representative (not designated)

1. The first order of business was review and approval of the minutes of the last meeting, held September 24, 2012. Mickey Fitch motioned for approval of the minutes and Vicky Madison seconded. The advisory committee voted unanimously to approve the minutes of September 24, 2012, as submitted.

2. Carolyn Caffrey then provided an update on last week’s system-wide Joint Fall 2012 Meeting of the LTDC (Learning Technology Development Council), EMTC (Education Media Technology Council) and D2L (Desire 2 Learn) Administrators, held at UW-Whitewater on October 8-9, 2012.

LTDC NW Regional Chair Jamison Patrick of the UW-Stout campus has agreed to host the upcoming LTDC Northwest Regional Technology Showcase on a Friday, February 22, 2013; at the next CETL meeting, Carolyn hopes to share the showcase theme and keynote information, as well as the call for proposals. A few other LTDC regional showcases have been planned: The Western region plans to hold that showcase on January 11, 2013, at UW-LaCrosse. The Central region is planning their showcase for sometime in February at UW-Stevens Point. Madison has not yet determined a date, and no other information for other regions was provided.

Carolyn also reported that a “LTDC track” of breakout sessions may be offered at the OPID Conference in April 2013.

The EMTC representatives at the meeting reported on several initiatives:

- the E-textbook pilot project is recommending that purchase of E-textbooks be delayed until negotiations between McGraw Hill and the campus(es) involved in the project can be finalized.
- The E-portfolio project at UW-Oshkosh is requiring that all incoming students be set up with D2L accounts so that the students can utilize the portfolio component of that system. Some FERPA issues are being resolved.
- The Learn@UW representatives discussed some performance issues related to D2L. The contract for D2L ends in several years so the reps are comparing products of other vendors so that they can urge D2L to produce a competitive product.

There is no call yet for the LTDC Northwest Regional Showcase, discussed last week. The Data Survey should be completed by next meeting; there were 94 responses to the survey. Carolyn highlighted a few of the remarkable items listed: #12 indicated that Pods may not be wanted, as they had a low priority rating; #14 indicated that the barriers may be time, as opposed to funding.
3. Maria brought to the attention of the committee the upcoming reception highlighting Scholarship and SoTL work at UW-Superior, including
   • the current and past Wisconsin Teaching Fellows and Scholars (WTFS)
   • Joel Sipress’ award for his article that appeared in the March 2011 issue of the Journal of American History
   • The eighteen faculty who participated in CETL’s June 2012 pilot for “Jumpstarting/Moving Ahead Scholarship.”

4. Maria reported that the New Faculty Orientation series is moving ahead smoothly. At this week’s meeting on Thursday, they will be discussing the “effective teaching” theme with Monica Roth Day and readings from Stephen Brookfield’s book The Skillful Teacher.

5. Enhancement Day in January 2013 will focus on supporting the upcoming Self-Study for the Higher Learning Commission (HLC). Maria said that plans for the day will include an “Assessment Fair” to showcase the assessment being done on campus. Another part will focus on “building the effective instructor.” The HLC visit will take place in early March 2013 over two days.

6. David Orts reported on his work to develop this semester’s Digital Storytelling Program. He has put out a call for program applications, and is actively pursuing individuals to engage in profiling their educational passions or issues through the venue of 3 to 5 minute digital stories.

7. Maria indicated that there has been no new information on the budget or staffing. An administrative retreat is scheduled for the beginning of November and she does not expect any news until that is over.

8. Maria asked Suzanne Griffith to report on the First Year Seminar program. Suzanne explained that she wanted to spend some time “brain storming” with the group about why FYS applications are down and how to encourage more faculty/departments to offer First Year Seminars. She said that while Music has increased its FYS class numbers from 1 to 3, other departments are down. She has only 20 committed offerings for the 2013-14 academic year, while she needs 30, based on anticipated enrollments. Following are some of the comments related to the numbers:
   • The Writing department was asked to raise caps on the classes in their department, while FYS classes are asking to keep the enrollment number capped at 15 students. This sends conflicting messages to them.
     o The problem with opening up FYS to larger class sizes is that a cap of 20 students (which would be needed to manage the expected enrollment numbers) would be the same as many other campus classes and would not provide the benefits of a small class size.
   • Some academic staff would like to teach a FYS, but they are required to locate an academic department that will sponsor them. For instance, Randy Barker is offering a psychology/counseling theme that will be offered through the HHP department. Finding a sponsoring department is sometimes a difficult task to accomplish.
   • There have been issues related to teaching in areas that the instructor is not degreed in, such as some World Languages classes.
   • The application process is cumbersome, and needs to be finalized earlier than in past years so that FYS classes can be approved and entered into PeopleSoft within the required input deadlines set by the Registrars Office.
   • On a similar note, the call for 2014-15 First year Seminar proposals will be held in the Spring of 2013 so that the scheduling pattern falls in line with other campus classes.

Respectfully submitted by Emily Levings, CETL University Services Associate

At the October 29th meeting, Karl Bahm motioned for approval of the minutes and Mickey Fitch seconded. Carolyn Gardner made a correction to the first sentence of the last paragraph of item 2, replacing “Educator Survey” with “LTDC Northwest Regional Showcase” discussed last week. The advisory committee voted unanimously to approve the minutes of October 15, 2012, as amended.