Approved Minutes of CETL Advisory Committee Meeting – Opening Week  
Date: August 27, 2012  10:00 – 11:30 AM  
Swenson Hall 2074 – CETL Seminar Room

PRESENT:  
Committee faculty members: Drs. Karl Bahm, Virginia Donovan, Gary Johnson, Vicki Madison and Brent Notbohm  
Committee Academic Staff members: Not designated as of meeting date  
CETL Staff: Drs. Maria Cuzzo (Director)  
Ad Hoc members: Hilary Fezzey (OPID Faculty Representative); Carolyn Caffrey Gardner (LTDC Representative); Joe Kmiech (Director, Technology Support)  
Recorder: Emily Levings  
Members excused: Suzanne Griffith (Coordinator of First Year Seminars), Student Representative (not designated)

1. **Introductions** were the first order of business at the first meeting of CETL Advisory Committee for the 2012-13 academic year. Everyone at the meeting was familiar with each other, though Gary Johnson was welcomed by Maria Cuzzo as a new faculty member of the committee.  
   - Those from last year who have retired from the committee included faculty member Hilary Fezzey, and academic staff member Heather Kahler.  
   - Ad Hoc members:  
     - Hilary will continue to attend meetings as an Ad Hoc member serving as the campus Faculty Representative to OPID (UW System’s Office of Professional Instructional Development; position formerly held by Suzanne Griffith).  
     - Carolyn Caffrey Gardner will also attend meetings as an Ad Hoc member serving as the campus Representative to LTDC (UW System’s Learning Technology Development Council; position formerly held by Lisa Larson).  
     - Another Ad Hoc member joining the meetings is Joe Kmiech, current Director of Technology Support, who will share in and enhance collaboration relating to technology and learning.  
   - At this time there has been no progress from administration regarding filling the position vacated by Lisa Larson in May 2012. In late June 2012 Maria submitted a position request for a “Coordinator for Instructional Technology,” developed in part by the input from the CETL Advisory Committee.  
   - Designation of the Academic Staff member of the committee should be made during the opening week.

2. The **Budget situation** is integral to the support that CETL provides to the campus. Maria provided a brief summation of the current staffing and fund allocations for the 2012-13 fiscal year (July 1, 2012 – June 30, 2012):  
   - Down (pending) 1 FTE Position (Coordinator for Instructional Technology)  
   - Down 20% in Work Study with negligible impact on service, while no change in Student Assist funding.  
   - 115 Cost Center funding is not yet determined, but expected to be the same;  
   - All other 102 funding allocations remain the same as last year.  

3. **Committee Operation:** As presented to members via email prior to the meeting, the CETL Advisory Committee is a very important, active committee that provides leadership, input, and feedback into the programming and work of the Center for Excellence in Teaching and Learning (CETL). It is not a decision-making group but you will be asked to offer your best advice, ideas, input and feedback on CETL work. Final decisions on staffing, budget and priorities rest with the CETL Staff. Your voice, however, is a powerful influence on what we do and how we do the work.
• The committee’s charge from the Provost is as follows: The Advisory Committee for the Center for Excellence in Teaching and Learning (CETL) provides advice and recommendations to the Director and staff of CETL on mission, direction and priorities for the Center to support quality teaching and learning at UW-Superior. Includes: Faculty (5), Academic Staff (2), Student (1).

• Usually you will receive the agenda of the CETL Advisory Committee meeting at least 24 hours in advance, if not more.

• Future meeting dates and times for the Fall 2012 semester were agreed to, set for every other Monday from noon-12:50, starting on September 17, and continuing through December 10, 2012. The full listing of dates is September 17, October 1, October 15, October 29, November 12, November 26, and December 10. We then break for Winter Break and will resume in second semester, hopefully the same schedule on Mondays every other week at noon.

• The CETL Team meetings will be on Mondays at 9:00 a.m. on the day of the CETL Advisory Committee meeting in CETL.

4. Approval of the Minutes of 5/7/2012 was the next order of business. Members reviewed the draft minutes as distributed via email to current committee members prior to the meeting. Karl Bahm motioned for approval of the minutes of 5/7/2012 and Hilary Fezzey seconded. The advisory committee voted unanimously to approve the minutes as submitted.

5. Maria presented a review of the CETL March 2012 Report for the Higher Learning Commission (HLC), highlighting the following items. This document is included on the CETL webpage as an attachment to the current minutes (http://www.uwsuper.edu/cetl/minutes/advisory/index.cfm).

• CETL’s mission was updated in Fall of 2010 to target an audience of all educators*:
  The Center for Excellence in Teaching and Learning (CETL) provides all educators* with services, resources and support to foster meaningful student learning and quality teaching within a liberal arts tradition.

• The historical development of CETL is provided, as well as summaries of the specific programs sponsored, promoted, and/or coordinated by CETL staff. Not included in the list, but new this year is the Adjunct Orientation Program, as described below (item 7).

6. The June 5th General Education Event, coordinated by CETL and the Assessment Coordinator Eri Fujieda, was attended by over 50 faculty and staff, most of them General Education instructors. Two results of the session were the discovery that 1) there was no common community of General Education instructors on campus; and 2) most instructors had no idea of what the “Learning Goals” are.

7. A pilot session of the CETL Adjunct Orientation Program will be held on the evening of August 27, 2012, to provide an intensive orientation and educational workshop for adjunct instructors. About 20 campus adjuncts have signed up to attend the 3-1/2 hour session. Following a light dinner and a welcome by Provost Faith Hensrud, the group will engage in discussions and presentations providing overviews and resources relevant to adjunct instructors.

Maria initiated a discussion with committee members to discuss the trend in education toward inclusion and utilization of adjunct positions. Among the issues discussed were credentials and degree requirements (also part of the HLC work); although a Masters Degree, or higher, is typical for most disciplines, a question was raised whether “credentials of eminence” may be recognized as acceptable for disciplines such as language or culture. Regarding the addition of the Adjunct Orientation to CETL’s programming, overall the Advisory Committee members were very pleased. Maria noted that most department chairs, though not all, embraced the implementation also.

8. Calendar of upcoming events that Marie noted are

• Tuesday, August 28 - all campus orientation, followed by a campus-wide picnic.
• Wednesday, August 29 – full day of Enhancement Day activities focusing on retention
• October 1 deadline for First Year Seminar proposals for Fall 2013-Spring 2014.
9. The Fall 2012 **First Year Seminar program** is set to go forward, with the final SOAR advisement events scheduled for August 27-28. Five First Year Seminar Instructor meetings have been scheduled for the Fall semester (September 20, October 4 & 18, November 1 & 15) for discussions about pedagogy and FYS-related issues. The EXPO for Fall 2012 is scheduled for Thursday, December 6, 2012. Suzanne is unable to attend today’s meeting in order to present a session on First Year Seminars at Stevens Point. As noted above, the deadline for First Year Seminar proposals for Fall 2013 - Spring 2014 is **October 1, 2012**, and the call for proposals has been issued. The program will require 25 classes for new freshmen expected for Fall 2013.

10. **Instructional technology services** to the campus is one of the issues facing the campus this year, and that the CETL Advisory Committee may weigh in on. This will unfold as new hires are made in the area of Technology Services and will affect other campus units such as CETL, the Library, and the Distance Learning Center. Joe Kmiech noted that training for D2L needs to be promoted, and he will be providing data on usage at a later date. The IITS (Information and Instructional Services) Teaching and Learning Team is currently conducting an on-line survey through September 28th. An intensive summer 3-day workshop focused on technology is being considered by CETL for summer of 2013.

11. Prior to adjourning the meeting, Maria noted that the **CETL appointments** for her as Director and for Suzanne Griffith as Coordinator of First Year Seminars will end in May of 2013. She will keep the committee informed of any new developments regarding these appointments.

Respectfully submitted by Emily Levings, CETL University Services Associate

At the September 17, 2012, meeting, Karl Bahm motioned for approval of the minutes of August 27, 2012, and Gary Johnson seconded the motion. With no changes to the report as submitted, the advisory committee voted unanimously to approve the minutes.