Approved Minutes of CETL Advisory Committee Meeting – Opening Week
Date: September 17, 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: Hilary Fezzey (OPID Faculty Representative); Joe Kmiec (Director, Technology Support)
Recorder: Emily Levings
Members excused: Ad hoc rep. Carolyn Caffrey Gardner (LTDC Representative); Student Representative (not designated)

1. The meeting was opened with introductions of participants, with special welcomes to the designated Academic Staff members, Chris Cherry (new to the committee) and Mickey Fitch (returning member).

2. After a brief review of the draft minutes of August 27, 2012, Karl Bahm motioned for approval of the minutes as submitted, and Gary Johnson seconded the motion. With no changes to the report as submitted, the advisory committee voted unanimously to approve the minutes.

3. Suzanne Griffith reported on the status of the instructor line-up for the First Year Seminar program for Fall 2013 and Spring 2014. Currently she has 23 to 24 in the line-up, but will require 30 to cover the student enrollments anticipated in the next academic year. She explained minor changes to the FYS proposal form to adapt to the updated General Education Committee review process. Maria encouraged committee members to relay the need to instructors campus wide that additional proposals are requested to manage the freshman numbers. The proposal forms and directions are available on CETL’s First Year Seminar website; they are also being broadcast to campus via the staff digest. Suzanne Griffith has also invited instructors to meet with her this coming week if they are interested. The deadline for FYS proposal submissions is the first week in October.

4. Using CETL’s draft budget as a guide, Maria reviewed the programs that CETL is scheduled to promote during the 2012-13 academic year, and requested input from committee members:
   a. Adjunct Orientation Session – held August 27, 2012, with 20 adjuncts attending and welcomed by the Provost 4 other staff members. Ginny Donovan noted that she had received very positive remarks from some of those that attended, especially the sense of welcome and inclusion they perceived.
   b. New Faculty Orientation Series – first session was held during Welcome Week for 6 new faculty members. The next session to be held this Thursday will focus on meeting our UW-S students; the following session next week will focus on high impact teaching practices.
   c. Enhancement Day Fall 2012 - was held on August 29 and focused on retention of students. Maria provided a summary of attendance, and then requested feedback from advisory committee members on the day’s events. Vicki Madison reported more positive feedback than usual. The committee discussed the need to enhance the perception of inclusivity within the creative disciplines, such as music, media, and visual arts, and how this could be achieved. Hilary Fezzey applauded the opening plenary followed by the breakout sessions, since these combined activities provided the opportunity for learning and interaction of educators across disciplines. It was also noted that co-curricular staff are not able to participate at the levels they would like to due to
conflicting job demands at the beginning of the semester. Maria mentioned that the cost of the featured presenter was covered by the campus membership with the Educational Advisory Board. On another note, following the 2012 June 5th General Education event it became evident that the General Education instructors do not hold a perception of themselves within a common group. The General Education Commons during the Fall 2012 Enhancement Day was a follow-up to promote the General Education community and learning goals, and will be an on-going theme within CETL programs.

d. Enhancement Day Spring 2013 – scheduled for January 13, 2013, the day will focus on the HLC self study. The fee for HLC speakers is very reasonable.

e. CETL Discipline Conference Grants – Thirteen applications were received in response to the call for proposals, of which 10 were awarded. If funds can be transferred from other proposed programs as the year progresses, more CETL grants will be funded.

f. CETL Curricular/Co-Curricular Grants – Two applications have been received and will be approved; and additional grant application is forthcoming. If members know of any groups that might benefit from the grant they were requested to encourage applications to CETL.

g. OPID Council Meeting – Maria Cuzzo will attend the Fall 2012 OPID meeting in Green Bay, WI on September 27-28. Hilary Fezzey, the campus OPID representative will be in Scotland and unable to attend the meeting.

h. CETL Book Clubs –
   - **On the Liberal Arts**: Chris Cherry and Joel Sipress will lead a book club with 7 other staff members from September 25 through October 9;
   - **On General Education Essentials**: Please encourage attendance for the book club which will be held Mondays, From October 22 through November 5th.

i. SoTL New Program – stipend, materials support to several instructors to plan in late Fall 2012 and implement SoTL project in Spring 2013. This is a follow-up to the SoTL Book Club that was held in 2011-2012 that identified over 20 educators interested in learning about SoTL.

j. First Year Seminar program – with FYS enrollment now a requirement for freshman, CETL has increased the allocation to the program to cover administrative costs for 25-30 classes in the coming year.

k. National and Regional Conferences – Though CETL plans to continue support for travel, the financial situation in higher education has diminished the available opportunities.

l. Jumpstart Scholarship Summer 2013 – a successful pilot program in 2012 has prompted CETL to continue this program for Summer 2013, though unresolved fiscal carryover from 2012 and logistics for year end 2013 funding is still to be determined.

m. Art for CETL Seminar Room – Maria suggests that faculty (or student) art might be procured to display in the Seminar Room.

n. October SoTL Reception – scheduling is being determined; the public reception will recognize WTFS and Jumpstart Scholarship recipients.

o. PODs Program formation - This pilot program will be funded to foster collaborative engagement among educators. Maria provided an example of a “Balance in Wellness and Work” theme. Committee members were encouraged to think of other shared topics of interest/groups that might benefit from this program.

p. Campus Life Enhancement – This pilot program will be funded to support the holistic learning of co-curricular staff and academic staff, especially in light of the campus schedule that prevents and discourages the participation of many co-curricular staff in the opening week Enhancement Day activities.

q. Summer Conversation stipends – allocated for June 2013
r. **August Teaching & Learning Intensive stipends** - spent for FY13 for “home grown” workshops on inclusive pedagogy, creativity, and student engagement – attended by 30+ staff each session
s. **SoTL Research Project stipends** – to continue ongoing support of SoTL on campus

5. A discussion of “**learning technologies**” continued through the rest of the meeting:
   a. The departure of Lisa Larson left a vacancy in CETL for a Coordinator of Instructional Technology; although the position request has been submitted, to date there has been no progress in filling that position by administration.
   b. Joe Kmiech noted that the analysis of three surveys are pending, to be compiled in mid-October to provide information needed for planning what campus technologies will be priorities for the coming year.
      • UW-Superior Educators Survey - Survey of class instructors – final day for input is September 29, 2012, with results from IITS sometime in mid-October.
      • The Educause Center for Applied Research (ECAR) Undergraduate Technology survey – raw data received and awaiting refined report by mid-October.
      • UW System Office of Learning & Instructional Technology (OLIT) Student Survey of Learning Management System Use (D2L, Moodle, MOOGs, etc.) – data now available.
   c. Maria Cuzzo informed the committee that she is planning to use CETL funds designated for instructional technology to hire LTE(s) for:
      • Support and assistance to instructors in producing **digital stories**
      • Support and assistance to instructors in developing **‘flip classroom’** programs. The flip classroom is a teaching method described in a recent copy of the Chronicle of Higher Education in which pre-recorded lectures are provided to students prior to the class meeting, and then the class meeting time is focused on discussion and active learning.
      • Joe Kmiech noted that D2L is equipped with on-line rooms for utilizing the “flip classroom” method.
   d. Another suggestion made by Maria Cuzzo was to provide stipends to faculty and staff already skilled in specific instructional technologies to encourage them to share their expertise through consultation and training in **‘Pods’** (groups of other interested instructors).
      The committee members mentioned benefits of this method of sharing might be:
      • Provides positive recognition to the experts
      • Celebrates the achievement of increasing technological skills
      • Compensates the expert for some of the time involved in sharing
      The negative aspects of funding “Pods” might be:
      • Provides no relief for workload or the challenge of finding time for projects
      • Stipend opportunities are not available for co-curricular or full-year staff
   e. A suggestion was made to increase **training opportunities in the summer** for instructors to develop “flip classrooms,” Pods, or SoTL projects – when most instructors have more time for projects. Maria noted that the logistics for planning summer programs involves multi-budget planning since the fiscal year break occurs in the summer.
   f. Several committee members stressed that the full-time position of a CETL staff person dedicated to instructional technology is needed to provided the leadership and serve as a clearing house for promoting learning technologies best suited for the campus.

The meeting adjourned at 12:55 p.m.

Respectfully submitted by Emily Levings, CETL University Services Associate
At the September 24, 2012, meeting, Gary Johnson motioned for approval of the minutes of September 17, 2012, and Suzanne Griffith seconded the motion. With no changes to the report as submitted, the advisory committee voted unanimously to approve the minutes.