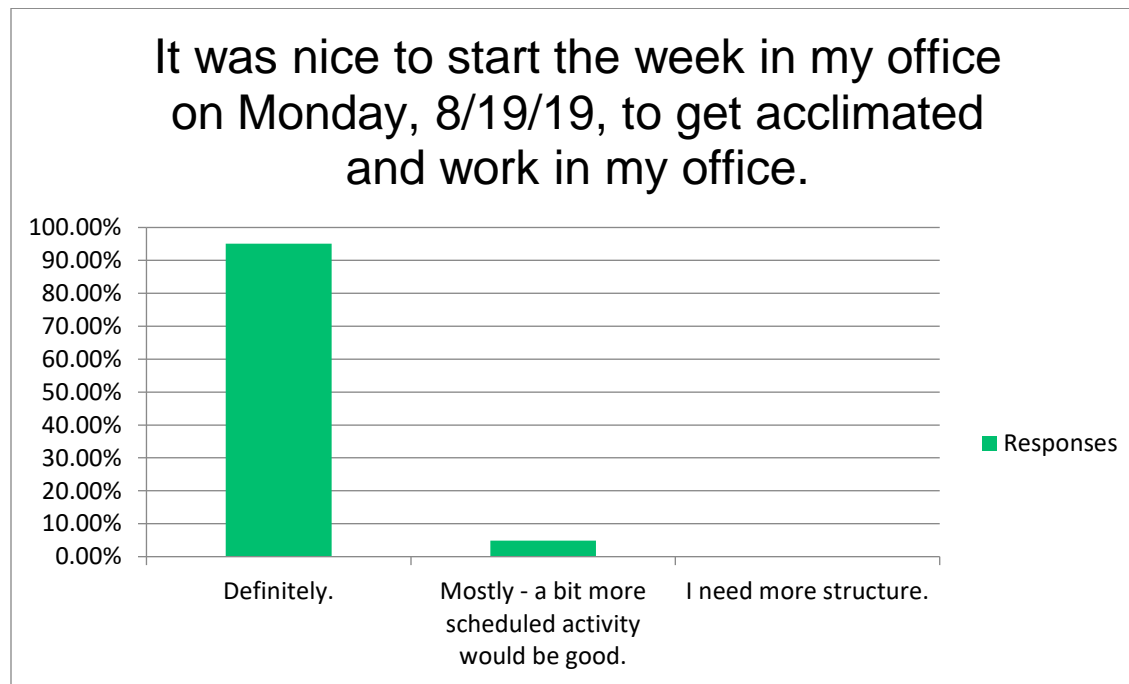


Overview

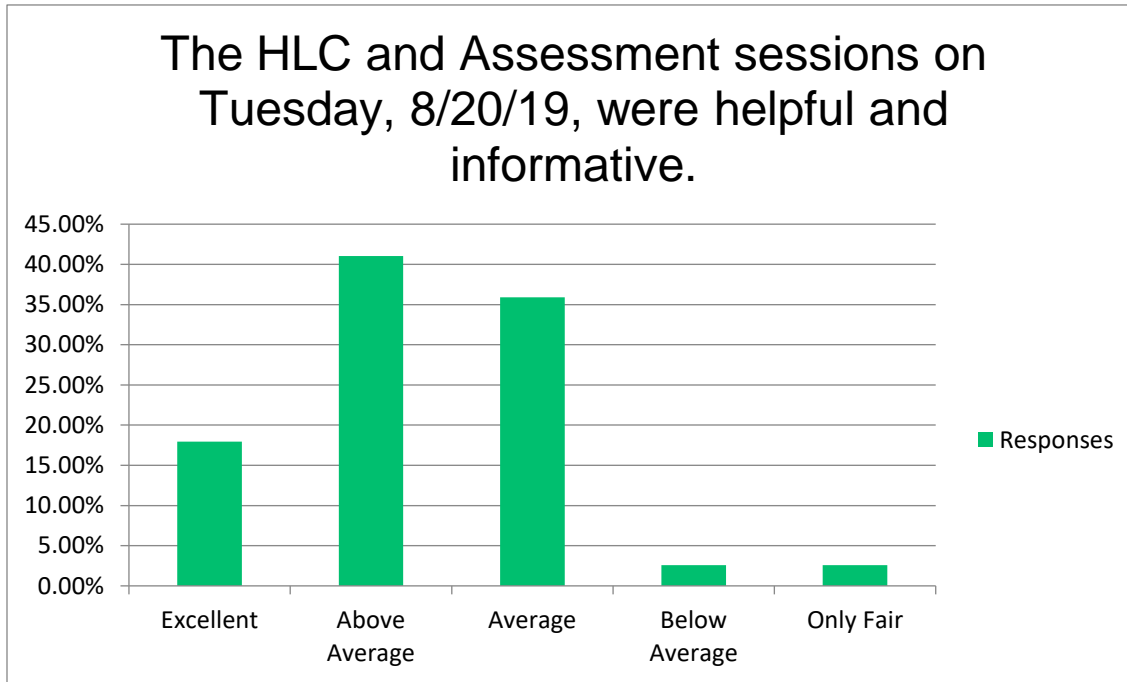
From August 19 to August 23, 2019, Minnesota West faculty, staff, and administration prepared for the 2019-2020 year in various ways. The schedule for this week is included at the end of this document. Forty-one individuals provided feedback on the week. Note that responses were not edited.

Survey Results

Question 1: 95% of the participants responded that having Monday as an acclimation day was appreciated (39/41).



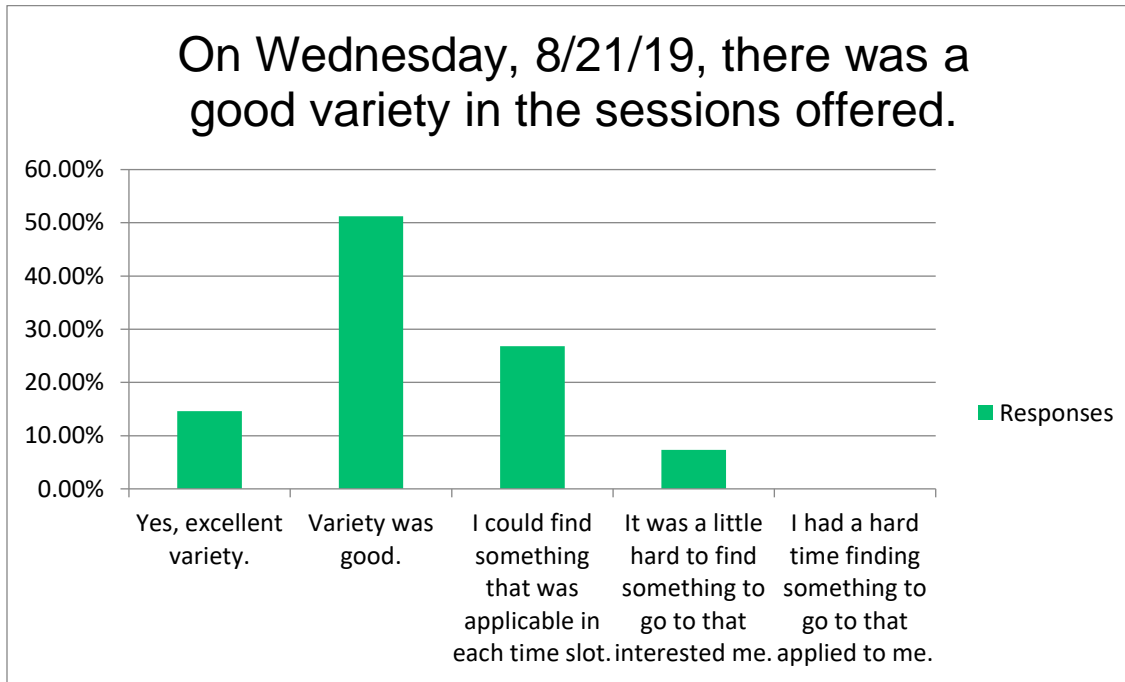
Question 2: 37 of 39 respondents stated that the HLC and Assessment information was helpful and/or informative.



Comments:

- I did not attend any Assessment or HLC meetings
- More specifics on what HLC is looking for what we all need to be doing to prepare for the HLC visit.
- I was too busy with registration and students to attend those sessions.

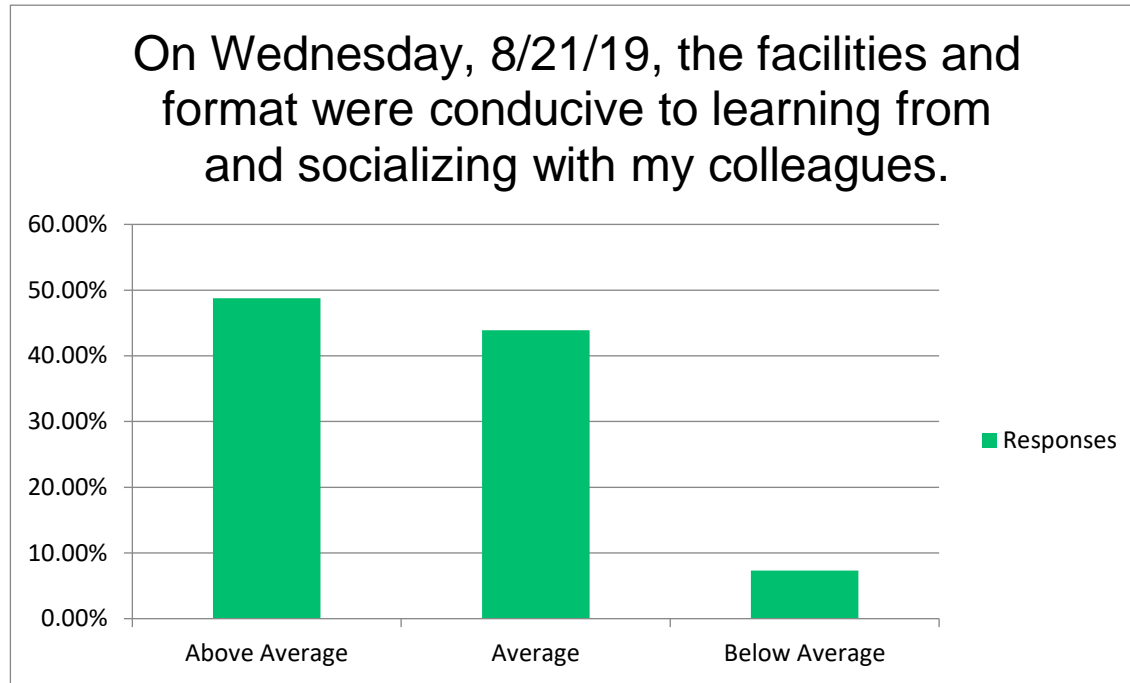
Question 3: 66% (27/41) stated the variety was good or excellent. An additional 27% (11/41) stated they could find something applicable in each time slot.



Comments:

- Yoga-IT WAS THE BEST!!
- The day was too long for people that had a two hour drive and needed to get back for day care and other after work activities.
- Note from KIW: one comment was specific to two individuals and not appropriate to include in this report as it had identifying information within the comment. This comment was shared directly with the individuals.

Question 4: 93% felt that facilities and format were conducive to learning and socializing (38/41).



Comments:

- It seemed very warm throughout the building. One of the break out sessions I was in - the room was almost unbearably hot.
- We were either listening to announcements/welcome or in break out sessions. Not a lot of time to meet with our "team."
- Appreciated the division meetings
- Appreciated having opportunities to meet with division.

Question 5: We often talk about the "one thing" that makes an event or conference worthwhile. What is one thing you learned during duty week that will positively impact your students and their learning? Was there something you learned that will positively impact your work? Note that you can provide more than one if you would like.

Twenty-nine of forty-one provided comments as noted below.

- D2L Changes all the time so the sessions on that is always helpful
- I learned that you can "know" too much ~ and that's a good lesson to learn.
- The hints that Heidi provided will be helpful.
- Heidi's session on Outlook was helpful, using many of the tools there. Thank you!
- Office 365 tips
- Everyone matters
- Learning how to use the "Existing Activities" button on D2L
- Vreize retirement session was outstanding for faculty
- All information was very good.
- Being a new faculty member, I enjoyed learning more about Minnesota West and meeting with fellow faculty.
- I learned how to use some new D2L tools during Shannon's sessions.
- Remembering where each student comes from and what they "bring" with them.
- Respondus will be very helpful at Clinicals
- Reminder of SHOT money and matched donations will benefit new equipment for my students.
- Learning about the snipping tool and using it instead of doing "print screens" will be beneficial!
- Heidi's microsoft session will help with productivity and organization.
- D2L tricks, intelligent agents-creating a sort of connect to cheer students on or support them by not letting them get so far behind without a contact from me
- The amount of time I got in my office was very conducive to this year.
- Learning more D2L tips and tricks.
- Cultural competency information was definitely applicable and will affect my interactions with students.
- Zoom, Respondus Lockdown Browser & Monitor

August 2019 Duty Week/CTL Information

Overview and Survey Results

- Loved having face to face Division meeting. Could have used a little more time.
- Learning how to use Zoom and how that will help me communicate better with my online students
- all was good
- D2L new details/updates are helpful.
- Turnitin. - Good new tool
- Respondus - good new tool
- The importance of reminding our students that they belong here at Minnesota West and to remember to ask students questions.
- We have a lot of great resources at Minnesota West, use those resources to help me do the work that I do for our students.
- The yoga session was awesome along with the tours of the campus.
- The OER session was especially useful. While I may not join a learning circle this semester, Heidi provided many resources that I will look through and use this year.
- The privilege walk had potential to be very impactful. Had it been outside or in a larger venue there would have been more disparity demonstrated.
- Office 365 training

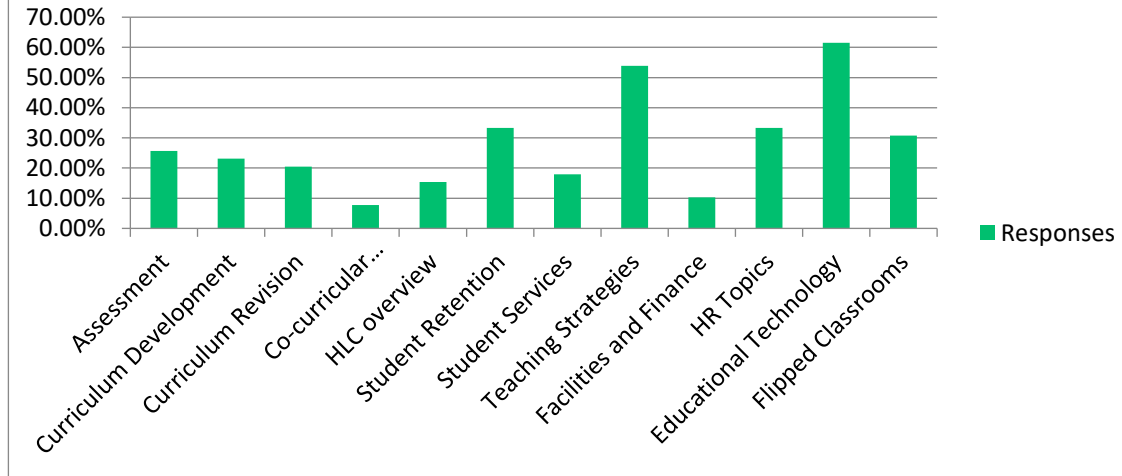
Question 6: Participants were asked for topics of interest for the next duty day in the spring. The responses are noted below, and the additional suggestions noted in the comments section.

Topic	%	#
Assessment	25.64%	10
Curriculum Development	23.08%	9
Curriculum Revision	20.51%	8
Co-curricular Assessment	7.69%	3
HLC overview	15.38%	6
Student Retention	33.33%	13
Student Services	17.95%	7
Teaching Strategies	53.85%	21
Facilities and Finance	10.26%	4
HR Topics	33.33%	13
Educational Technology	61.54%	24
Flipped Classrooms	30.77%	12
Other (please specify)		7

Answered

39

As we begin planning for the next duty day in the spring, please note if you are interested in the following sessions.



Comments (additional suggestions):

- Using Zoom & More Office 365 tools
- The division meetings are great in person lets keep that!!!
- EL strategies
- allow for division time again please
- Another session on OER, I was not able to attend the session this duty day.
- HLC update
- Marketing Strategies
- Office 365 training

Question 7: CTL leaders will be preparing their goals and reviewing the assessment report from last year in terms of requests for further training as they plan activities for the coming year. In what areas would you like to have training or more information? Please provide your campus if appropriate so your CTL leaders will know which campuses are interested in particular trainings.

- Always D2L some of the time.
- Retirement
- zoom
- EL strategies in Worthington
- Zoom training
- D2L
- Technology training.
- Retention
- Engagement
- Zoom
- D2L is always good. Seems that it is always changing in some way so good to keep updating us with new information.
- Office 365 & Zoom
- Trevor should do de-escalation training with CTL's as his session didn't go on friday due to technology issues.
- D2L-Pipestone
- Always good to have sessions on the latest features of D2L.
- Optional widgets in D2L
- More IT-related training
- More Office 365 features Worthington campus
- microsoft office
- Worthington: A session on culturally sensitive pedagogy with specific examples.
- Office 365 Zoom

Schedule

August 19-23, 2019
Fall 2019 Duty Days
Overview of the Week

Monday, August 19	Tuesday, August 20	Wednesday, August 21	Thursday, August 22	Friday, August 23
<p>On campus day 8:00 – 4:00 General Work Day focus 8:00 – 4:00 Class preparations</p> <p>9:00 – 10:00 Division chair/deans meeting (Bruce Peterson, organizer)</p> <p>10:00-11:00 Developmental Ed Strategic Roadmap (Judy Tebben and Becky Weber, organizers)</p> <p>11:00 – 12:00 Shared Governance Meeting (ITV) – Suzanne Iverson, Scheduler</p> <p>1:00-2:00 CTL leaders meeting, ITV – Kayla Westra, scheduler</p> <p>1:00 – 2:00 Respondus Lockdown Browser/Monitor – Donna Hage, organizer</p> <p>2:00-3:00 New Faculty – Bruce Peterson, Karen Miller, Deans, Mentors</p> <p>2:00-3:00 AASC/Curriculum Manual /Assessment Handbook workgroup/task force : review of outline / syllabi templates (Judy Tebben and Beth Van Orman, organizers)</p> <p>2:00 – 3:00 Turnitin overview/training (Gillian Singler, organizer)</p> <p>3:00-4:00 Granite Falls only – IT/ITV training, room 200E</p> <p>See pages 2-3 for details. *lunch on your own.</p>	<p>On campus day 8:00 - 4:00 HLC & Assessment focus 8:00 – 4:00 Class preparations</p> <p>8:00 – 9:00 CCSSE data results review (Kayla Westra, Paul Lanoue, organizers)</p> <p>9:00-10:00 HLC Steering Committee Meeting (Judy Tebben/Beth Van Orman, organizers)</p> <p>10:00-11:00 HLC Criterion Committees Meeting (Criteria 1-5) (Judy Tebben/Beth Van Orman, organizers)</p> <p>11:00-12:00 Co-curricular Assessment Meeting</p> <p>1:00-2:00 Program Assessment Meeting (Bruce Peterson, deans, program faculty). Program learning outcomes – using curriculum mapping to identify courses in which the outcomes are covered and assessed –led by Judy Tebben and Angela Hoffman, and Beth Van Orman– overview of 2018-2019 program assessment report</p> <p>2:00 – 3:00 Transfer Pathway/Liberal Arts Committee Meeting (Bruce Peterson, Mike Wesselink, organizers)</p> <p>See page 4 for details.</p> <p>*lunch on your own</p>	<p>8:30 – 3:30 Worthington campus Teaching and Learning focus</p> <p>Required: All Faculty</p> <p>See page 5 for details.</p> <p>*lunch provided</p> <p>**transportation sign up at Resource Specialists’ desks</p>	<p>On campus day 8:00 - 4:00 General Work Day focus</p> <p>8:30 a.m. IT/ITV training – all campuses (Campus Techs, organizers)</p> <p>9:00 a.m. Senate Advisor meeting (Becky Weber, organizer)</p> <p>9:30 – 2:30 REACH faculty (high school instructors and college faculty mentors) – WGTN Kayla Westra and Theresa Ireland, organizers</p> <p>See page 6 for details.</p> <p>*lunch on your own (lunch provided for those involved in REACH).</p>	<p>On campus day 8:00 - 4:00 General Work Day focus</p> <p>8:30 – 9:30 Teacher Pathway Meeting (Kayla Westra, organizer) – ITV</p> <p>9:30-10:30 Multiple measures and NextGen Accuplacer – Becky Weber, Laurel Christianson, Katie Heronimus, organizers</p> <p>10:30 – 12:00 AASC (ITV) – Suzanne Iverson, scheduler</p> <p>1:00 – 2:00 Equipment and Technology Committee meeting (Paul Seifert, organizer)</p> <p>2:00-3:00 De-escalation training (ITV) – Trevor McMartin, organizer</p> <p>See page 7 for details.</p> <p>*lunch on your own.</p>

August 2019 Duty Week/CTL Information

Overview and Survey Results

Monday, 8/19/19 Schedule

On campus day 8:00 – 4:00

General Work Day focus

8:00 – 4:00 Class preparations

Time/Name	ITV Locations	Organizer	Overview	Who Should Attend
9:00 – 10:00 Division Chair Meeting	Canby 126B Granite – 124 Jackson – B115 Pipestone – 205A Worthington – 211 Luverne - 103	Bruce Peterson	discuss plan for Wednesday division meetings	Deans, division chairs.
10:00-11:00 Developmental Ed Strategic Roadmap	Canby 126B Granite – 124 Jackson – B115 Pipestone – 205A Worthington – 211 Luverne - 103	Judy Tebben, Becky Weber	Group will develop a plan for college.	Attendees should have received a calendar invite for this meeting.
11:00 – 12:00 Shared Governance Meeting	Canby – 115G Granite – 200E Jackson – O-045 Pipestone - 206 Worthington - 209 Luverne - 210	Terry Gaalswyk, Tim Buysse, Vong Rathsachack	Standing meeting	Members of Shared Governance from faculty and administration
1:00-2:00 CTL leaders meeting	Canby 126B Granite – 124 Jackson – B115 Pipestone – 205A Worthington – 211 Luverne - 103	Kayla Westra	Begin planning for CTL for the year; review CTL and assessment report for 2018-2019	CTL leaders for each campus/center; Beth Van Orman, Assessment lead
1:00-2:00 Respondus Lockdown Browser/Monitor overview	Link: https://global.gotomeeting.com/join/603845261 Phone: +1 (571) 317-3122 Access Code: 603-845-261	Donna Hage	Review the proctoring tool, Respondus Lockdown Browser/Monitor	Faculty who use proctoring software; faculty interested in using online proctoring software, LARC personnel

August 2019 Duty Week/CTL Information

Overview and Survey Results

Monday	Continued			
Time/Name	ITV Locations	Organizer	Overview	Who Should Attend
2:00-3:00 AASC/Curriculum Manual /Assessment Handbook workgroup/task force	Canby – 115G Granite – 200E Jackson – O-045 Pipestone - 206 Worthington - 209 Luverne - 210	Judy Tebben and Beth Van Orman	Review assessment, curriculum, and co- curricular manuals.	Rob Arp, AASC chair; Transfer Pathways/curriculum committee (Liberal Arts Division Chairs)
2:00-3:00 New Faculty Meeting	Canby – 115G Granite – 200E Jackson – O-045 Pipestone - 206 Worthington - 209 Luverne - 210	Bruce Peterson, Karen Miller	Orientation for semester start	New faculty, mentors, deans
2:00 – 3:00 Turnitin overview/training	Offered via Zoom: https://turnitin.zoom.us/j/637493613	Gillian Singler	A Turnitin trainer will provide an overview of the tool, which works within D2L.	Any college faculty who have students write papers within their courses, CATT Team. The meeting will be recorded and distributed as well.
3:00-4:00 (Granite Falls only)	Granite Falls only – IT/ITV training, room 200E	Brad Christensen	IT and ITV overview	Faculty and staff

*lunch on your own.

Tuesday, 8/20/19 Schedule

8:00-4:00 on campus day

HLC & Assessment focus

Time	ITV Locations	Organizer	Overview	Who Should Attend
8:00 – 9:00 CCSSE data results review	Canby 126B Granite – 124 Jackson – B115 Pipestone – 205A Worthington – 211 Luverne – 103 Merit Center	Kayla Westra, Paul Lanoue	Review the results of the CCSSE data	Anyone college-wide who would like to learn more about student feedback with the CCSSE instrument (completed every other year)
9:00 – 10:00 HLC Steering Committee Meeting	(Same Rooms as above)	Judy Tebben and Beth Van Orman	Progress to date, members' expectations, deans' roles, fall semester meeting dates	Members of the HLC Steering Committee
10:00 – 11:00 HLC Criterion Committees Meeting (Criteria 1-5)	(Same Rooms as above)	Judy Tebben and Beth Van Orman	Progress, fall semester meeting dates, purpose of meetings, evidence tracking form	Members of Criteria 1-5 committees
11:00-12:00 Co-curricular Assessment Meeting	(Same Rooms as above)	Beth Van Orman	Review results of 2018-2019 assessment, review new areas for 2019/2020.	All club/organization advisors, coaches, athletic directors, student life advisors, LARC faculty and staff, advisors for all campuses.
1:00-2:00 Program Assessment Meeting	(Same Rooms as above)	Bruce Peterson, Judy Tebben, Angela Hoffman, Beth Van Orman	Program learning outcomes – using curriculum mapping to identify courses in which the outcomes are covered and assessed –led by Judy Tebben and Angela Hoffman, and Beth –review of 2018-2019 program assessment report	Program faculty, deans.
2:00 – 3:00 Transfer Pathway/Liberal Arts Committee Meeting	(Same Rooms as above)	Bruce Peterson, Mike Wesselink, Kayla Westra	Discussion of Transfer Pathways, Z Degrees, and other system initiatives	Members of the Liberal Arts Transfer Pathway committee

*lunch on your own

August 2019 Duty Week/CTL Information

Overview and Survey Results

Schedule - Wednesday 8/21/19

All campuses at Worthington campus

Teaching and Learning Focus

8:00 - 8:30 Registration/ Breakfast

8:30 Welcome and new faculty/staff: Bruce Peterson (Zoom link: <https://minnstate.zoom.us/j/609766447>)

8:45 HLC update (Kayla Westra, introduction: Judy and Beth overview of plan for week/year; Judy-Quality Initiative Report; Beth – Assessment Report/Update)

9:15-9:50 President Gaalswyk – State of the College

	Room 202	Room 211	Room 214 – Academic Technologies	
10:00 – 10:50	Office 365 – Using tools to organize work (Heidi Heckenlaible)	Cultural Competency Workshop recap – what is relevance for faculty and students? Theresa Ireland, Beth Van Orman, TD Hostikka, LouAnn Williamson, Beth Bents	CATT Team Turnitin.com update- Gillian Singler Respondus Monitor update – Donna Hage Overview of SHOT Hybrid projects in 2018-2019 year – Carolyn Weber /Elias Gomez	Campus Tour – Worthington (meet by bookstore). Marie Johnson and Carrissa Haberman
11:00 – 11:50	Update on safety and security: access cards, fobs, etc. Trevor McMartin	Heidi Tarus – OER learning circle	D2L – what’s new? Shannon Fiene, facilitator (drop-downs, Office 365 widget, etc.)	Campus Tour – Worthington (meet by bookstore). Marie Johnson and Carrissa Haberman
11:50-12:20	Lunch	Lunch	Lunch	Lunch
12:20-1:10	Division Meetings	Division Meetings	Division Meetings	Division Meetings
1:15 – 2:05	Cliff Vrieze- Retirement Preparation: Is retirement on the horizon? Do you want to be Will discuss options and questions to ask	Course outlines and syllabi forms – updating / plan for 2019-2020 (Judy Tebben)	D2L Tools and Techniques – Shannon Fiene	Walking session: TD Hostikka; The Villas, Year 2 update, Retention, etc. (meet in Student Services area)
2:10 – 3:00	Laurie Johnson – review of trip to New Zealand (Lamb and Wool; FBM)	Grades 101: What’s LDA, student impact, financial aid implications, and other grade info for faculty Katie Heronimus and Micha Armitage	D2L Rubrics, Annotations Tool, and Intelligent Agents – Carolyn Weber	10 Minute Yoga for Improved Performance– John Gossom Location: LARC
3:05 – 3:45 Commons	Privilege Walk: Theresa Ireland – Commons Privilege is defined as a special right, advantage, or immunity granted only to a particular person or group. What is your level of privilege? Awareness of the kinds of privilege that some of us do and do not have is important when working with students, and our colleagues. It allows us to realize that as a result of their life circumstances, some people have a much more difficult time than others. The Privilege Walk will help us examine the kinds of privilege we have had in our lives. NOTE: This exercise can have some psychological side effects. Debriefing is available if needed.			
3:45	Office/Travel			

Thursday, August 22, 2018

8:00 - 4:00 On campus day

Class preparations/REACH

Time	Locations	Organizer	Overview	Who Should Attend
8:30-9:30 IT/ITV training	Canby – 107/108 Granite Falls – on Monday, 3:00 pm, 200E Luverne – Rm 208 Jackson – Y101 Pipestone - 203 Worthington – Rm 506	Brad Christensen, Jim John, Elias Gomez, Steve Swift, Heidi Heckenlaible, Brian Tonsager	Learn about any IT updates, including an overview of how to use ITV rooms	All faculty
9:00 a.m. Senate Advisor meeting	ITV – Conference Rooms on each campus/Luverne	Becky Weber	Review upcoming college events for students, introduce new advisors, and processes for advisors	Student Senate Advisors
9:00 – 2:30 REACH Professional Development Day	Commons area for morning; discipline specific in afternoon	Kayla Westra, Theresa Ireland	Professional Development Day for REACH faculty	REACH mentors, high school faculty, Kip Thorson (LARC)

*lunch on your own (lunch provided for those involved in REACH).

REACH AGENDA: Commons, Administration Building, Worthington campus

- 9:00 – 9:30 Welcome and Introductions
- 9:30-10:00 Program Overview, Advisory Committee, NACEP Standards
- 10:00-10:50 Syllabi, course outlines, paired assessment, site visits
- 10:50-11:15 Walking tour
- 11:15 – 11:35 2018-19 Survey Data – What Are the Students Saying?/review of report
- 11:45 – 12:30 Lunch with discipline members (table topics/assignments), picture
- 12:30 – 12:45 Tutor.com, Library resources, and student access (D2L)
- 12:45 – 1:00 Tips, focus, and next steps
- 1:00-2:30 REACH faculty and college mentors: Meet to complete syllabus review, discipline-specific course review, yearly planning, discipline-specific professional development, labs, resources, site visit planning, etc.
- 1:00 – 2:00 Q&A administrators and counselors – Theresa and Kayla

Friday, August 23, 2019

8:00 - 4:00 On campus day

Class preparations

Time	Locations	Organizer	Overview	Who Should Attend
8:30 – 9:30 Teacher Pathway Meeting	Canby 126B Granite – 124 Jackson – B115 Pipestone – 205A Worthington – 211 Luverne – 103 Merit Center	Kayla Westra	Discussion of current state of project and course offerings	Faculty who teach courses in the Elementary Ed pathway (including Math, English, Speech), interested faculty and staff
9:30-10:30 Multiple measures and NextGen Accuplacer	Same rooms as above.	Becky Weber, Laurel Christianson, Katie Heronimus, Judy Tebben, Linda Pesch	Discuss updates and timelines for NextGen Accuplacer and Multiple Measures Course Placement and plan for the next year.	Student services staff and advisors as well as faculty advisors. Anyone who communicates with students regarding placement.
10:30 to 12:00 AASC	Same rooms as above.	Rob Arp, Bruce Peterson	Standing meeting	Deans, Division Chairs, members of AASC
1:00 – 2:00 Equipment and Technology Committee meeting	Same rooms as above.	Paul Seifert	Discuss the process for the coming year for equipment and technology spending	Faculty, Jodi Landgaard, IT campus techs, IT network administrator
2:00 – 3:00 De-escalation training	Same rooms as above.	Trevor McMartin	Tips for de-escalating situations	Faculty, staff, administration interested in learning de-escalation techniques

*lunch on your own