



Center for Teaching and Learning – Final Report

May 22, 2020

Academic Year 2019-2020

Contents

Overview	2
College-wide CTL Week, August 2019	3
Schedule	3
Fall CTL Week Survey Results	12
Overview	12
Survey Results	12
2019-2020 CTL Leaders Kick-off Meeting Notes	21
CTL Leader Position Description	22
Campus-level CTL Activities	26
2019-2020 Campus-Level Goals	26
Campus Location: Canby	26
Campus Location: Granite Falls	28
Campus Location: Jackson	29
Campus Location: Pipestone/Luverne	30
Campus Location: Worthington	32
Reporting: Fall 2019 Activities	34

Campus Location: Canby.....	34
Campus Location: Granite Falls.....	35
Campus Location: Jackson Campus.....	36
Campus Location: Pipestone & Luverne.....	37
Campus Location: Worthington	38
Reporting Campus-Level Activities: Spring 2020	39
Campus Location: Canby.....	39
Campus Location: Granite Falls.....	39
Campus Location: Jackson Campus.....	41
Campus Location: Pipestone & Luverne.....	41
Campus Location: Worthington	43
College-wide CTL Day, May 8, 2020.....	44
Schedule	44
Survey Results – Spring 2020 CTL Day	47
Summer 2020 Professional Development Opportunities.....	55
Minnesota West (local) professional development opportunities.....	55
Minnesota State (system office) professional development opportunities	55

Overview

This report includes the campus reports for CTL activities on all five campuses and one center (Luverne) for Minnesota West. College-wide CTL activities (schedules and survey results) are included. The CTL kickoff meetings notes and leader position description are also included. Summer 2020 professional development opportunities are available within this report.

College-wide CTL Week, August 2019

For the first week of the academic year, approximately half of the preparation time is spent in teaching and learning activities and administrative update meetings. The other half of the time for this week is for class preparations.

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</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>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>

<p>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 See pages 2-3 for details. *lunch on your own.</p>	<p>See page 4 for details.</p> <p>*lunch on your own</p>			
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Monday, 8/19/19 Schedule

On campus day 8:00 – 4:00
8:00 – 4:00 Class preparations

General Work Day focus

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

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

5/22/2020

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			

5/22/2020

	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
preparations/REACH

8:00 - 4:00 On campus day

Class

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

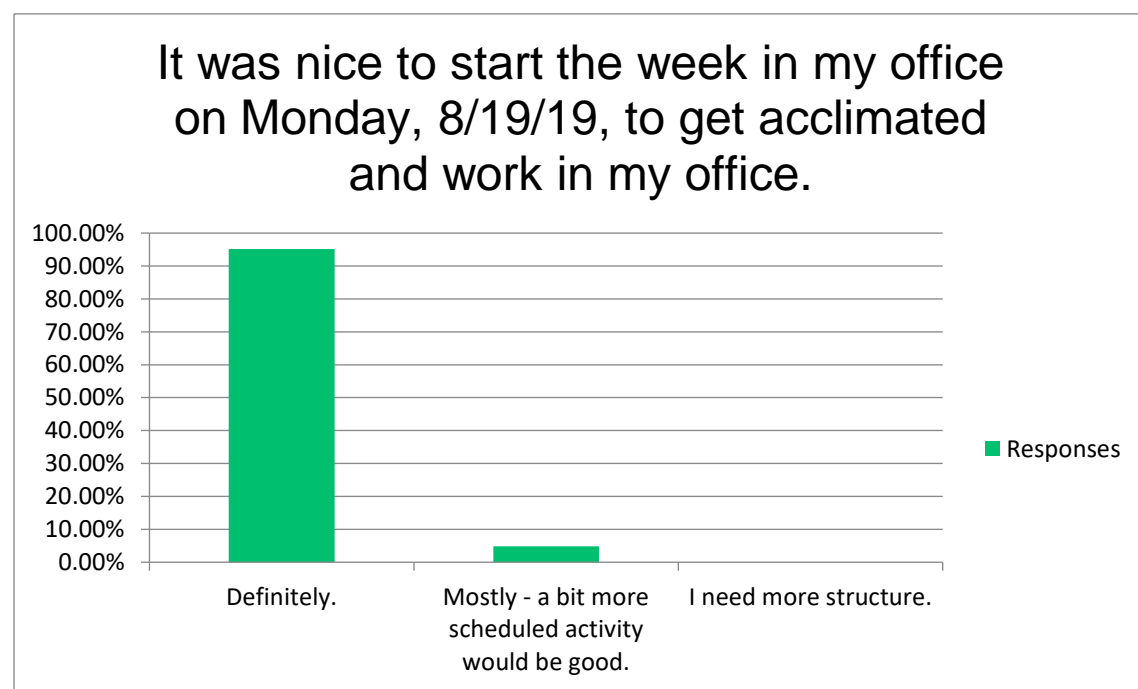
Fall CTL Week Survey Results

Overview

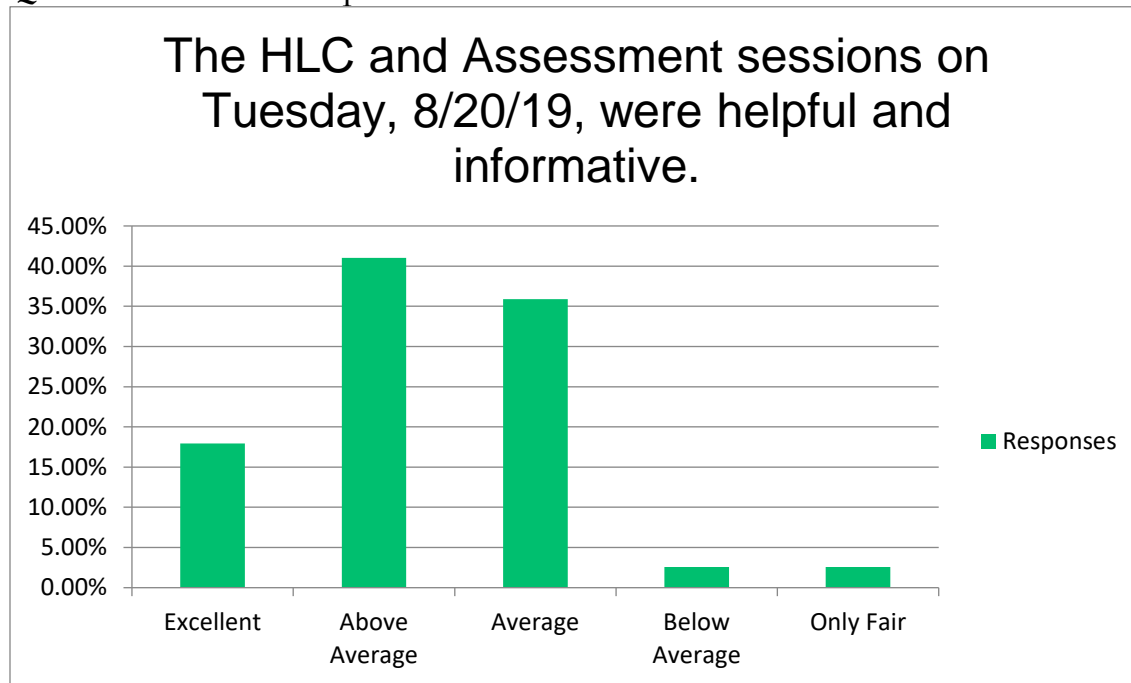
From August 19 to August 23, 2019, Minnesota West faculty, staff, and administration prepared for the 2019-2020 year in various ways. The schedule for this week is included at the end of this document. Forty-one individuals provided feedback on the week. Note that responses were not edited.

Survey Results

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



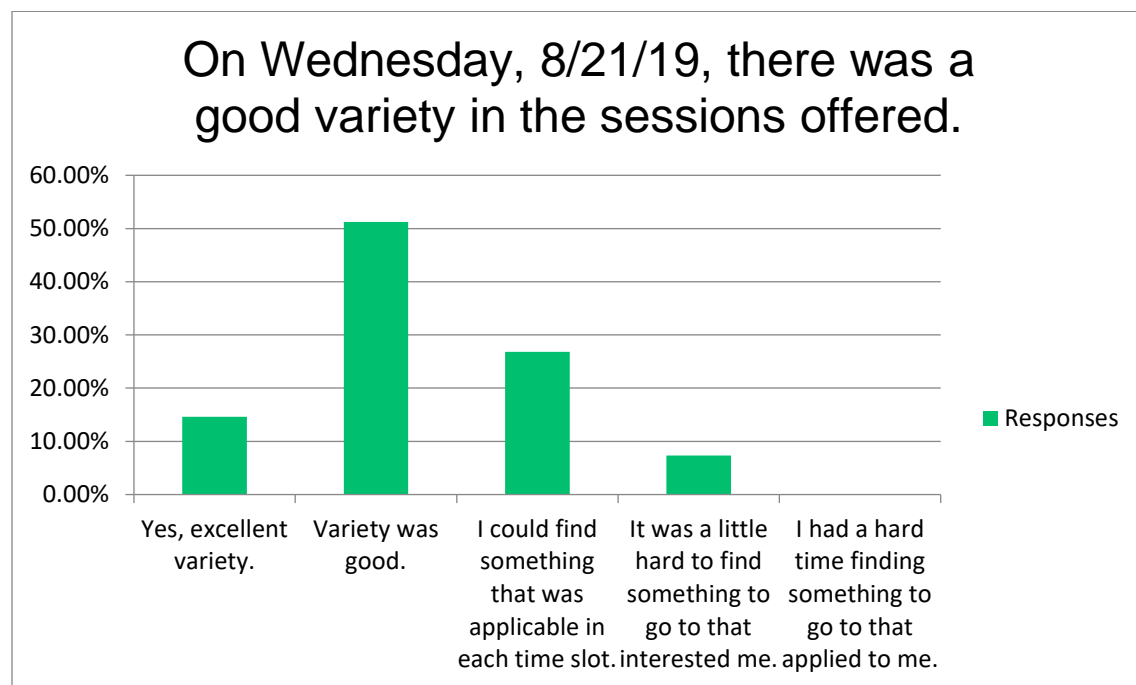
Question 2: 37 of 39 respondents stated that the HLC and Assessment information was helpful and/or informative.



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.

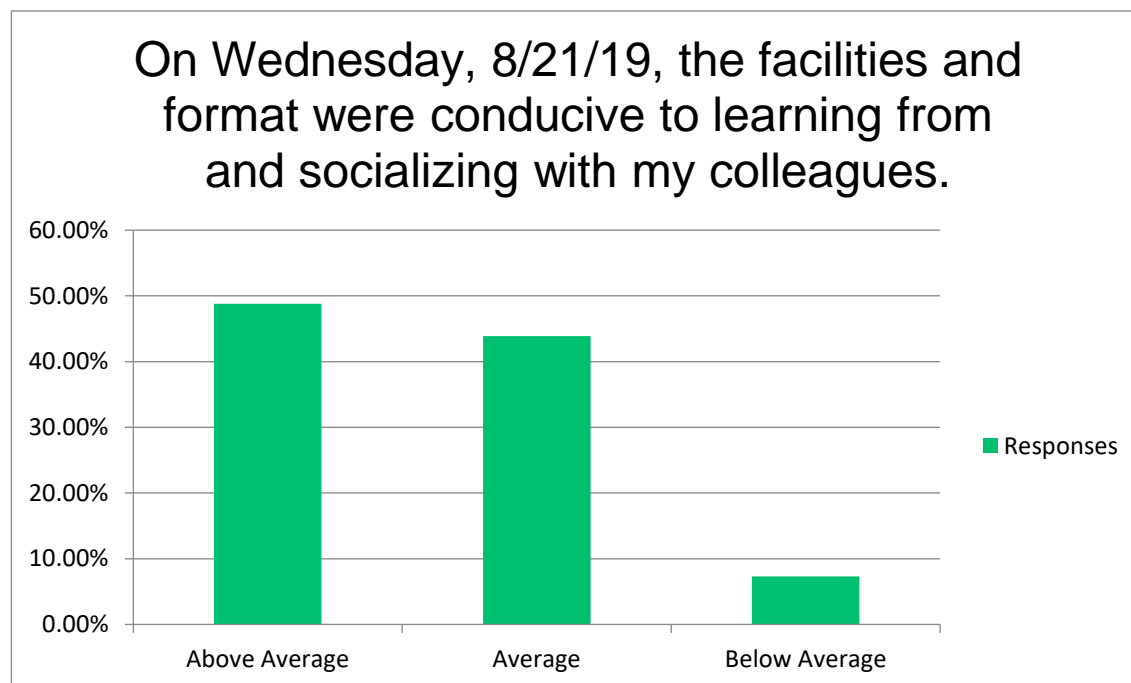
Question 3: 66% (27/41) stated the variety was good or excellent. An additional 27% (11/41) stated they could find something applicable in each time slot.



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 K LW: 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.

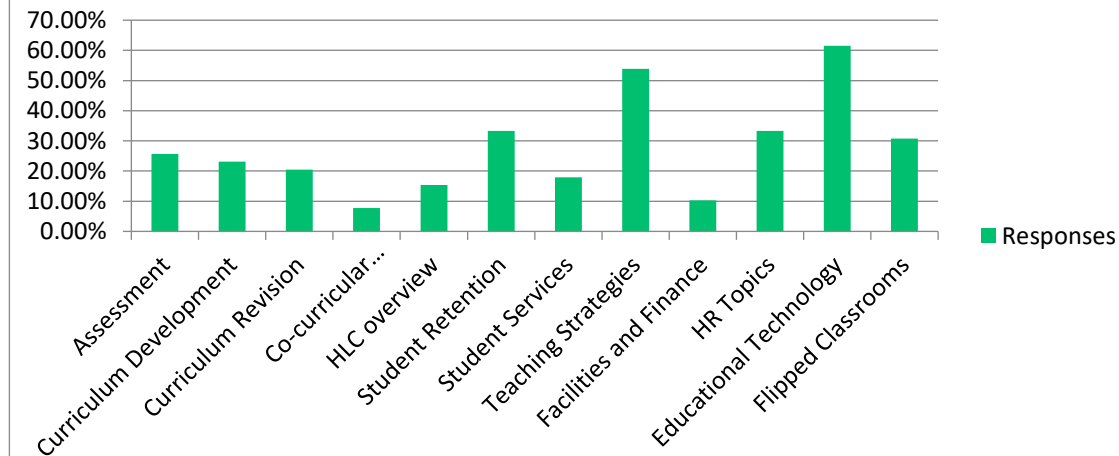
- D2L Changes all the time so the sessions on that is always helpful
- I learned that you can "know" too much ~ and that's a good lesson to learn.
- The hints that Heidi provided will be helpful.
- Heidi's session on Outlook was helpful, using many of the tools there. Thank you!
- Office 365 tips
- Everyone 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
- 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

2019-2020 CTL Leaders Kick-off Meeting Notes

The CTL Leaders met on Monday, August 19, 2019.

In attendance:

Jackson: Terri Pelzel, Lance Baumann, Jason Bohl

Canby: Teresa Noyes, Sara Abrahamson

Granite Falls: Judy Tebben, Shannon Fiene, Brian Binnebose

Luverne/Pipestone: Lisa Smith, Elaina Nichols

Worthington: Leah Gossom, Sandi Mead

Bruce Peterson, Kayla Westra

Assessment Report / review

Discussed report from assessment and how that needs to be tied to the CTL activities and training offered. Beth Van Orman talked about the accreditation efforts and how the connection between assessment and training efforts should be demonstrated. The point of assessment is demonstrating that methods we use in courses actually measure what we hope to measure. Improving teaching methods and assessment methods is something that can be measured. The assessment report should be used in establishing CTL activities, and those activities should be reported moving forward in the assessment reporting. For the mid-year and end of year CTL reports, tie the CTL activities completed on each campus with the specific information/requests in the assessment reports.

Assessment report for 2018-2019 is available on the web site at https://www.mnwest.edu/images/about-us/reports/Assessment_Summary_Report_2018-2019.pdf . Review pages 10 and 11 for the training requests from college faculty. Note that these are not defined by campus; this is college-wide effort, and local CTL can ask for guidance from faculty on their campus regarding which areas have the most interest for them.

Goals for 2018-19

As teams work on goals, strive for balance between teaching and learning, personal growth and development, and other areas. Teaching and learning should be weighted more heavily, since that is purpose of group. A reminder to invite staff to events. Have goals in to Kayla by September 30. Use the template that was provided for consistency across campuses. Note that the college-wide CTL days, assessment days, etc. do not factor in to the required three activities per semester. Consider sharing across campuses using Zoom / ITV.

Position description review

The job description for CTL leaders was reviewed and updated. Updated dates for reports to be due to the end of the semester. Please review the revised version (attached) by Sept. 10 and provide any additional feedback to Kayla.

Survey review

Reviewed the survey provided by Lisa Smith and made adjustments. Updated version should be used. Review and provide additional feedback to Kayla by September 10. Use this survey at events to gather data on effectiveness.

CTL Leader Position Description

CTL Leaders Job Description - revised August 2019

The following document provides an overview of the duties of a campus CTL leader. Further information may be requested from the Dean of Institutional Effectiveness and Liberal Arts.

Activities

CTL leaders are required to have a minimum of three activities in the fall and a minimum of three activities in the spring (six total). The day/times of these activities can vary. CTL leaders should share events as practical through ITV or Adobe Connect. CTL leaders are not limited to only three each semester; you don't have to provide lunch at every event. Brown bag events are also effective. The college-wide days, such as the Duty Days in August or the Assessment Days at the end of the semester, are not included in the three events.

Center for Teaching and Learning activities should reflect the college-wide goals and assessment feedback requests as noted in the yearly assessment reports. Additional personal events may be held, but those should not be one of the three main sessions devoted to teaching and learning. Consider bringing in faculty experts from other campuses to share expertise in their areas.

All Faculty Gatherings:

Over the last few years, there have been fewer all college events. Even for those events held via ITV, the CTL leadership will assist in the pragmatic parts of the day, such as room coordination and lunch.

All campus CTL leaders will be asked to provide ideas for workshops.

Budgets

Campus CTL budgets are \$750 per campus. Budgets can be used to pay for books, webinars, food, etc. and purchases need to enhance teaching or learning. If individuals are not sure if items can be purchased out of the budget, the Dean of Institutional Effectiveness and Liberal Arts should be contacted for clarification. Campus CTL budgets do not carry over from year to year. The focus of budgets should be activities that enhance teaching and learning.

Campus CTL Leaders for 2019-2020

Canby – Sara Abrahamson and Teresa Noyes
Jackson – Terri Pelzel and Lance Baumann
Granite Falls – Judy Tebben and Shannon Fiene
Pipestone/Luverne – Lisa Smith and Elaina Nichols
Worthington - Sandi Mead and Leah Gossom

Campus Goals

Campus CTL goals are campus specific; every campus can be different. Each campus should create 3 – 5 new goals to forward to the Dean of Institutional Effectiveness by September 30. Modifications to the college-wide goals should also be forwarded to the college-wide CTL coordinator. These goals should include specific training requests from faculty, which are gathered each year and summarized in the college's assessment report.

Leader Stipend

CTL leaders earn a stipend of \$750 or equivalent credit for the year.

Minnesota State Meetings

CTL leaders are not required to attend the system conferences, but individuals are encouraged to attend as long as budgets are observed.

Reporting

CTL campus leaders provide campus reports twice yearly (see information under stipends). These reports are added to the college-wide report. **Mid-year reports are due the last day of Fall semester. End of year reports are due the last day of Spring semester.**

Other

At the end of each semester, campus CTL leaders help with the assessment duty day arrangements (refreshments). This day is organized by the Assessment coordinator.

Any requests from Minnesota State for reporting of information should be directed to the Dean of Institutional Effectiveness and Liberal Arts so that only one person is responding for Minnesota West.

Faculty, staff, and administrators should be invited to all CTL events and participation encouraged from all groups.

Updated Survey

Workshop Title: _____

Workshop Presenter: _____

Date: _____ Campus: _____

1. Overall, how would you rate the quality of this workshop?

Poor	Fair	Good	Very Good	Excellent

2. Please rate the session in the following areas:

	NA	Somewhat	Adequately	Very Much
a. Will assist me in my work				
b. Offered new ideas/approaches				
c. Met my needs				
d. Presenter was knowledgeable				

3. What aspect of this workshop was most beneficial for you?
 4. What might you consider using in your classroom?
 5. What additional sessions/training would be helpful for you?

Campus-level CTL Activities

Campus Level CTL activities are focused around five theme areas:

CTL THEME AREAS

A: *General Teaching/Learning Pedagogy*

B: *Educational Technology*

C: *Discipline-Specific/Program-Specific/Credentialed Field Development*

D: *Student Services/Administrative Information*

E: *Self-Care/Self-Renewal*

Additionally, the CTL leadership also reviews the college assessment report each year to incorporate reported training request from faculty. The college assessment report is available on the college's Reports page: <https://www.mnwest.edu/about/reports> . The 2019-2020 report will be available after July 31, 2020.

Across the five campuses/one center, XX CTL events were held during the 2019-2020 year.

2019-2020 Campus-Level Goals

Campus Location: Canby

Campus Leaders: Teresa Noyes, Sara Abrahamson

Fall Semester Goals	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
1. Increase enrollment for campus technical programs	C		Prospect Calling Night
2. Enhance and update faculty knowledge of teaching methods and Provide opportunities to stay current with changing educational technology.	A and B	Kaltura Media Space, using Zoom to record short lectures for students to listen to	Brad to present on Zoom and Kaltura training

3. Reinforce college-wide assessment policy information as needed / Update Program goals	C and D	D2L training	Judy Tebben to present on Curriculum Mapping
4. 2. Enhance and update faculty knowledge of teaching methods and Provide opportunities to stay current with changing educational technology.	A & B		D2L training

Spring Semester Goals	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
1 Provide opportunities to stay current with changing educational technology.	B	Microsoft office apps	Office 365 training
2. Provide opportunities to stay current with changing educational technology.	B	D2L Brightspace training	D2L Brightspace Updates/training
3. Provide opportunities for self-care & self-renewal.	D and E		Techniques for handling stress for self and for helping students handle stress – Possibly have Racheal present

Campus Location: Granite Falls

Campus Leaders: Shannon Fiene and Judy Tebben

Fall Semester Goals	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
1. Provide opportunities to stay current with changing educational technology.	B	Office 365 One Drive	Heidi Heckenlaible scheduled to present October 3
2. Support faculty/staff in their efforts to advance professionally.	C	Zoom	Brad Christensen scheduled to present September 17
3. Support faculty/staff in their efforts to build/enhance industry relationships	D		Develop relationships with local industry by learning more about their businesses by touring Pioneerland Public TV

Spring Semester Goals	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
1. Broaden awareness of student differences (diversity) that affect teaching/learning.	A	Multicultural training Working with ESL students	Invite a representative from an ESL classroom and/or the nearby Native American Community visit/present barriers to higher education.
2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles.	A	Types of Assessment and Group discussions on assessment methods across disciplines	Enhance and update faculty knowledge of assessment methods and how they tie to course learning objectives. Shannon Fiene and/or Patricia Linehan will present.

3. Provide opportunities for self-care & self-renewal.	E	Interpersonal Training or Service Learning Projects	Roundtable discussion. Topics might include work/life balance; nutrition/exercise; opportunities to volunteer in the community or service learning opportunities for students
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Campus Location: Jackson

Campus Leaders: Lance Baumann & Terri Pelzel

Fall Semester Goals	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
1. Broaden awareness of student differences (diversity) that affect teaching/learning.	A	De-Escalation Of conflicts – Trevor McMartin	October 9, 2019 depending on Trevor's schedule
2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles.	A	D2L – Updates and uses for face-to-face classes – Shannon Fiene	November 13, 2019
3. Provide opportunities to stay current with changing educational technology.	B	Zoom- Steve Swift	September 11, 2019
4. Support faculty/staff in their efforts to advance professionally.	C		
arch5. Reinforce college-wide policy information as needed.	D	Retention – Financial Aid, Start of semester Policy, book ordering -	October 23, 2019
6. Provide opportunities for self-care & self-renewal.	E		

Spring Semester Goals	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal

1. Broaden awareness of student differences (diversity) that affect teaching/learning.	A		
2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles.	A		
3. Provide opportunities to stay current with changing educational technology.	B	Move it Securely Steve Swift	March 5, 2020
4. Support faculty/staff in their efforts to advance professionally.	C		
5. Reinforce college-wide policy information as needed.	D	Retention- Turning apps to registered, Retaining 1 st yr to 2 nd yr -	March 25, 2020
6. Provide opportunities for self-care & self-renewal.	E	Check in Over Zoom due to Covid 19-MediaSpace video to D2L - Terri	April 24, 2020

Campus Location: Pipestone/Luverne

Campus Leaders: Elaina Nichols & Lisa Smith

Fall Semester Goals	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
1. Broaden awareness of student differences (diversity) that affect teaching/learning.	A		
2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles.	A	D2L tools, How to Use Rubrics on D2L	1. Using Rubrics on D2L
3. Provide opportunities to stay current with changing educational technology.	B	Use of Zoom One drive	2. Zoom Training 3. One Drive Training
4. Support faculty/staff in their efforts to advance professionally.	C	All of the above	All of the above
5. Reinforce college-wide policy information as needed.	D		

6. Provide opportunities for self-care & self-renewal.	E		
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Spring Semester Goals	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
1. Broaden awareness of student differences (diversity) that affect teaching/learning.	A	Inclusiveness, Strategies for engaging ESL students/getting their perspective, accessible learning environments	1. Panel of international and/or ESL students – Feb.
2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles.	A	D2L; advancements in online learning; how to do group work in D2L; ILO's – methods of increasing activities to meet the outcomes	Using Groups in D2L or Intelligent Agents in D2L – Jan.
3. Provide opportunities to stay current with changing educational technology.	B	Technology	Using Groups in D2L or Intelligent Agents in D2L – Jan.; Respondus – March
4. Support faculty/staff in their efforts to advance professionally.	C	Assessment; ILO's – methods of increasing activities to meet the outcomes	Using Groups in D2L or Intelligent Agents in D2L – Jan.; Respondus – March; Assessment & ILO's - April
5. Reinforce college-wide policy information as needed.	D	Assessment; ILO's – methods of increasing activities to meet the outcomes	Assessment & ILO's - April
6. Provide opportunities for self-care & self-renewal.	E		

Campus Location: Worthington

Campus Leaders: Leah Gossom and Sandi Mead

Fall Semester Goals	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
1. Broaden awareness of student differences (diversity) that affect teaching/learning.	A		
2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles.	A	Academic honesty	Video/audio online
3. Provide opportunities to stay current with changing educational technology.	B	Zoom – Access across campuses What's new in D2L Brightspace. New interface Oct. 17. Oct. 14 webinar	Zoom demo - Elias D2L Brightspace webinar
4. Support faculty/staff in their efforts to advance professionally.	C	History paper regarding Role of women in the settlement of Minnesota	Classroom Presentation/Jay Vargas
5. Reinforce college-wide policy information as needed.	D		
6. Provide opportunities for self-care & self-renewal.	E		

Spring Semester Goals	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
1. Broaden awareness of student differences (diversity) that affect teaching/learning.	A		

2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles.	A	Instructional technology	New in IT products with Kathy Janssen
3. Provide opportunities to stay current with changing educational technology.	B	Biology/physics innovative teaching	Paul or Heidi to present about using innovative teaching styles in the science classroom
4. Support faculty/staff in their efforts to advance professionally.	C		
5. Reinforce college-wide policy information as needed.	D		
6. Provide opportunities for self-care & self-renewal.	E	Art and Stress relief	Working with art materials in self-discovery

Reporting: Fall 2019 Activities

Campus Location: Canby

Campus Leaders: Sara Abrahamson and Teresa Noyes

Semester: Fall 2019

WHAT	WHERE	CTL FOCUS	ASSESSMENT FOCUS	WHEN	SURVEYS COMPLETED	COSTS	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>CTL Theme Area</i>	<i>Related Assessment Request/Area</i>	<i>Completion Date</i>	<i>Include # of surveys/participants</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible/Who Presented</i>
Curriculum Mapping	Canby	C and D		10-30-19	6	Meals \$44.37	Judy Tebben
D2L training	Canby	A and B	D2L training	11-20-19	7	Meals \$43.50	Shannon Fiene
Zoom training	Canby	A and B	Zoom training	12-9-19	8	Meals Appx \$45	Brad Christensen
Prospect Calling	Canby	C and D		10-15-19	6	31.53	Faculty
Assessment day	Canby					Meals appx \$30	

Campus Location: Granite Falls

Campus Leaders: Shannon Fiene and Judy Tebben

Semester: Fall 2019

WHAT	WHERE	CTL FOCUS	ASSESSMENT FOCUS	WHEN	SURVEYS COMPLETED	COSTS	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>CTL Theme Area</i>	<i>Related Assessment Request/Area</i>	<i>Completion Date</i>	<i>Include # of surveys/participants</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible/Who Presented</i>
Zoom Training	Granite Falls Campus Computer Lab	<i>Educational Technology</i>	Support faculty/staff in their efforts to advance professionally.	9-19-19	14	\$48.07 Almichs Food \$10.45 Bookstore for gift	Brad Christensen presented
Office 365 Tips and Tricks	Granite Falls Campus Computer Lab	<i>Educational Technology</i>	Provide opportunities to stay current with changing educational technology.	10-3-19	12	\$23.07 Almichs for food	Heidi Heckenlaible presented
Tour Pioneer Public TV	Pioneer Public TV Studio/Offices	<i>Student Services/Administrative Information</i>	Support faculty/staff in their efforts to build/enhance industry relationships	12-11-19	11	\$99.17 Almichs for food	Shannon Fiene and Nicole Zempel facilitated

Campus Location: Jackson Campus

Campus Leaders: Lance Bauman & Terri Pelzel

Semester: Fall 2019

WHAT	WHERE	CTL FOCUS	ASSESSMENT FOCUS	WHEN	SURVEYS COMPLETED	COSTS	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>CTL Theme Area</i>	<i>Related Assessment Request/Area</i>	<i>Completion Date</i>	<i>Include # of surveys/participants</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible/Who Presented</i>
Zoom	Jackson – Y101	B	Educational technology	9/11/19	12/20	Meal -	Steve Swift
De-Escalation	Jackson – Y113	A	General Knowledge	10/15/19	6/18	Meal -	Trevor McMartin
SmartHomes	Jackson – O-109	E	Self-Care Awareness	11/13/19	5/18	Meal-	Lance Baumann
D2L	Jackson – B-127	A	Teaching/ Learning	12/3/19	5/17	Meal-	Shannon Fiene

Campus Location: Pipestone & Luverne

Campus Leaders: Elaina Nichols & Lisa Smith

Semester: Fall 2019

WHAT	WHERE	CTL FOCUS	ASSESSMENT FOCUS	WHEN	SURVEYS COMPLETED	COSTS	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>CTL Theme Area</i>	<i>Related Assessment Request/Area</i>	<i>Completion Date</i>	<i>Include # of surveys/participants</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible/Who Presented</i>
Zoom Training	Pipestone, ITV to Luverne	B, Goal 3	Use of Zoom	9/30/19	14 participants/8 surveys returned	Lunch: Pipestone - \$76.92; Luverne - \$45.99	Jim John
D2L Rubrics & Tools	Pipestone	A, Goal 2	How to Use Rubrics on D2L	10/28/19	6 participants/3 surveys returned	Lunch: \$67.31	Carolyn Weber
Multiple Measures/DESR	Pipestone, ITV to Luverne	D, Goal 1 & 5	Extra event, not CTL	12/9/19	8 participants - Does not count as a CTL event, so no surveys completed	None – paid for by MMR/DESR	Linda Pesch
Assessment Meetings	Pipestone & Luverne	N/A	N/A	12/20/19	N/A	Rolls/Juice - \$20.67	Elaina Nichols Lisa Smith

- Will add one activity to Spring 2020 so that there are six total CTL events for the year (had to cancel one in Fall) – K LW

Campus Location: Worthington

Campus Leaders: Sandi Mead and Leah Gossom

Semester: Fall 2019

WHAT	WHERE	CTL FOCUS	ASSESSMENT FOCUS	WHEN	SURVEYS COMPLETED	COSTS	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>CTL Theme Area</i>	<i>Related Assessment Request/Area</i>	<i>Completion Date</i>	<i>Include # of surveys/participants</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible/Who Presented</i>
ZOOM – training	Computer Lab/ITV	B	Provide Opportunities to stay current with changing educational technology using ZOOM	September 11, 2019	15	\$45	Elias Marroquin-Gomez
Kaltura Mediaspace- video updates/ Information/ Training	Computer Lab/ITV	B	Provide information and new technology/ procedure – Kaltura Mediaspace training	November 15, 2019	5 in person, many others using the ZOOM location	\$25	Representative for Kaltura Mediaspace online
Respondus Lockdown Browser new procedures to insure honesty in testing/ Information /training	Computer Lab/ITV	B	Provide information and new technology/ procedures in Respondus Browser	December 5, 2019	6 in person, many others using the ZOOM location	\$25	Representative for Respondus Lockdown Browser online

Reporting Campus-Level Activities: Spring 2020

Campus Location: Canby

Campus Leaders: Sara Abrahamson and Teresa Noyes

Semester: Spring 2020

WHAT	WHERE	CTL FOCUS	ASSESSMENT FOCUS	WHEN	SURVEYS COMPLETED	COSTS	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>CTL Theme Area</i>	<i>Related Assessment Request/Area</i>	<i>Completion Date</i>	<i>Include # of surveys/participants</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible/Who Presented</i>
IT security updates	Canby Campus			3-4-2020	8	36.25	Brad Christenson
D2L updates	Canby Campus			Not held COVID			
Office 365	Canby Campus			Not held COVID			

Campus Location: Granite Falls

Campus Leaders: Shannon Fiene and Judy Tebben

Semester: Spring 2020

WHAT	WHERE	CTL FOCUS	ASSESSMENT FOCUS	WHEN	SURVEYS COMPLETED	COSTS	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>CTL Theme Area</i>	<i>Related Assessment Request/Area</i>	<i>Completion Date</i>	<i>Include # of surveys/participants</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible/Who Presented</i>

<i>The role of assessment throughout the college.</i>	<i>Room 117</i>	<i>General Teaching/Learning Pedagogy</i>	<i>Types of Assessment and Group discussions on assessment methods across disciplines</i>	<i>2-14-20</i>	<i>9</i>	<i>Almichs Chicken \$77.88</i>	<i>Dr. Patricia Linehan</i>
<i>Wellness</i>	<i>Computer Lab</i>	<i>Self-Care/Self-Renewal</i>	<i>Interpersonal Training Stress Relief</i>	<i>2-26-20</i>	<i>15</i>	<i>Subway (2 trays) \$72.98; Almichs Supplies \$15.18</i>	<i>We watched and then discussed two videos that were accessed from Films on Demand. One spoke about physical wellbeing and the other spoke about emotional wellbeing and methods for dealing with stress.</i>
<i>MoveIT Securely</i>	<i>Computer Lab</i>	<i>Educational Technology</i>		<i>3-3-20</i>	<i>14</i>	<i>Almichs \$59.90 (Pulled Pork, buns, chips)</i>	<i>Brad Christensen demonstrated the use and discussed the importance of MoveIT Securely</i>

Campus Location: Jackson Campus

Campus Leaders: Lance Bauman & Terri Pelzel

Semester: Spring 2020

WHAT	WHERE	CTL FOCUS	ASSESSMENT FOCUS	WHEN	SURVEYS COMPLETED	COSTS	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>CTL Theme Area</i>	<i>Related Assessment Request/Area</i>	<i>Completion Date</i>	<i>Include # of surveys/participants</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible/Who Presented</i>
<i>Move it Securely</i>	<i>Jackson</i>	<i>B</i>		<i>3-5-2020</i>	<i>20 participants</i>	<i>none</i>	<i>Steve Swift</i>
<i>Check in over Zoom due to Covid 19-MediaSpace video to D2L</i>	<i>Zoom</i>	<i>E</i>		<i>4-24-2020</i>	<i>16 participants</i>	<i>none</i>	<i>Terri Pelzel</i>
<i>Retention- Turning apps to registered, Retaining 1st yr to 2nd yr</i>	<i>Jackson</i>	<i>D</i>		<i>Did not due to Covid 19</i>			

Campus Location: Pipestone & Luverne

Campus Leaders: Elaina Nichols & Lisa Smith

Semester: Spring 2020

WHAT	WHERE	CTL FOCUS	ASSESSMENT FOCUS	WHEN	SURVEYS COMPLETED	COSTS	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>CTL Theme Area</i>	<i>Related Assessment Request/Area</i>	<i>Completion Date</i>	<i>Include # of surveys/participants</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible/Who Presented</i>

5/22/2020

D2L Groups	Pipestone & Zoom	A & B, Goals 2, 3, 4	How to do group work in D2L	1/29/20	5 participants in Pipestone plus several via Zoom/3 surveys completed	Lunch: \$79.90	Carolyn Weber
Assessment Meeting with Beth on Outcomes & Mentor Commons Video: "How Do I Create Ideal Assessments for Modern Learners?"	Luverne	A & C, Goals 2, 4, 5	Assessment: Institutional, Program & Course Outcomes, Course Outlines, Assessment Methods	2/14/20	6 participants/5 surveys completed	Lunch: \$79.90	Beth VanOrman, Lisa Smith
Cybersecurity	Luverne	B & D, Goals 3 & 5	Cybersecurity & Move It Securely, etc.	2/25/20	9 participants	Lunch: \$34.99	Heidi Heckenliable
Cybersecurity	Pipestone	B & D, Goals 3 & 5	Cybersecurity & Move It Securely, etc.	3/2/20	8 participants, 4 surveys completed	Lunch: \$95.04	Jim Jon
All employee curriculum	Pipestone	A,B,C,D, Goals 2,3,4,5		03/23/20	Cancelled due to COVID-19	N/A	Elaina Nichols
Office 365/One Drive	Pipestone and Zoom	B, Goal 3	Office 365	04/29/20	Cancelled due to COVID-19	N/A	Heidi Heckenliable

Campus Location: Worthington

Campus Leaders: Sandi Mead and Leah Gossom

Semester: Spring 2020

WHAT	WHERE	CTL FOCUS	ASSESSMENT FOCUS	WHEN	SURVEYS COMPLETED	COSTS	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>CTL Theme Area</i>	<i>Related Assessment Request/Area</i>	<i>Completion Date</i>	<i>Include # of surveys/participants</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible/Who Presented</i>
<i>MoveIT Securely All about Data Security/File Transfer</i>	<i>Worthington</i>	<i>Technology</i>	<i>New Methods using Technology</i>	<i>2/26/2020</i>	<i>18</i>	<i>\$40.00</i>	<i>Elias Gomez-Marroquin</i>
<i>Discussion about the Settlement of Northern Minnesota</i>	<i>Worthington</i>	<i>Supports Faculty study</i>	<i>History of Northern Minnesota Sabbatical Theme</i>	<i>Cancelled Due to COVID-19</i>			<i>Jay Vargas</i>
<i>The Use of Educational games in the Classroom (Quizlet, Quizizz, Kahoot, etc)</i>	<i>Worthington</i>	<i>Educational Tools for Students in the classroom</i>	<i>New Tools for Education</i>	<i>Moved to college- wide CTL day, May 8.</i>	<i>Included in master survey: ~30 in attendance</i>	<i>none</i>	<i>Kent Dahlman</i>
<i>Active Shooter Awareness/Safety</i>	<i>Worthington</i>	<i>New Methods of Safety in the Classroom</i>	<i>New methods Hands-on Learning</i>	<i>Cancelled Due to COVID-19</i>			<i>Ron Schwint</i>

College-wide CTL Day, May 8, 2020

Schedule

Zoom Meeting : 9:00 – 10:00

<https://minnstate.zoom.us/j/94244247203>

Meeting ID: 942 4424 7203

One tap mobile

+13126266799,,94244247203#

9:00 – 9:30 Cabinet Convening (President Gaalswyk, cabinet members Landgaard and Miller)

9:30 to 9:40 Interim VPAA Peterson

9:40 to 9:50 – HLC updates – Westra, Tebben, Van Orman

9:50 to 10:00 Break

Sessions

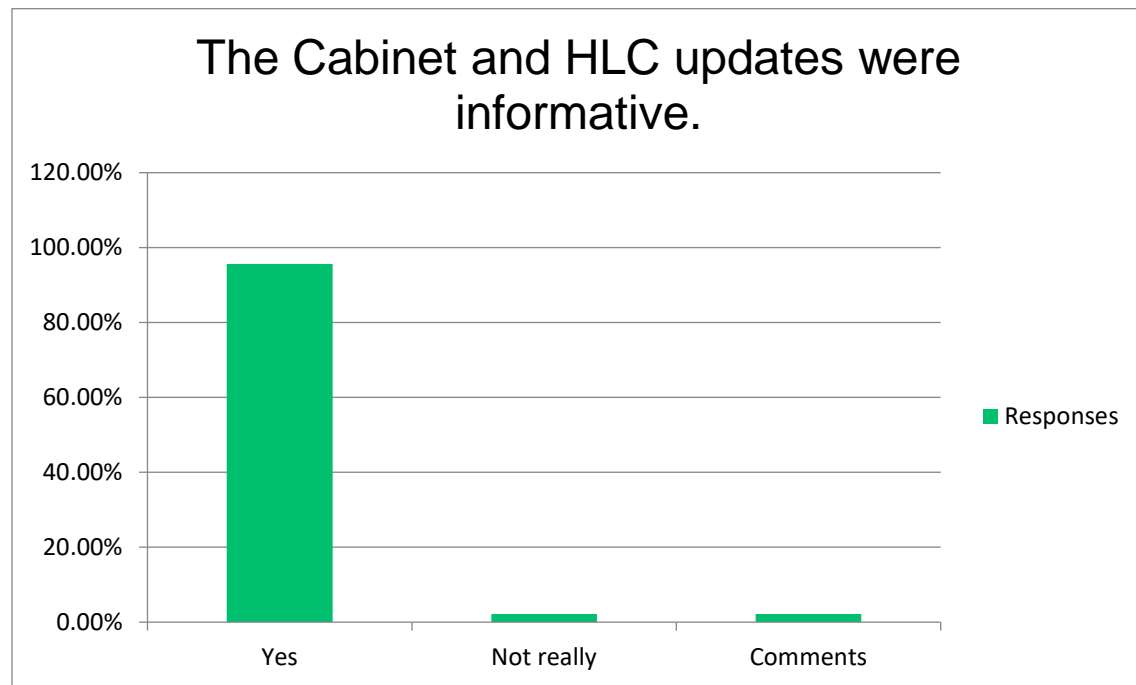
	Zoom Room 1 (college wide focus) Host: Kayla Westra Join Zoom Meeting https://minnstate.zoom.us/j/94244247203	Zoom Room 2 (academic / faculty focus) Room Hosts: Carolyn Weber and Shannon Fiene Join Zoom Meeting https://minnstate.zoom.us/j/92082915889	Zoom Room 3 (academic/faculty focus) Room Hosts: Kip Thorson and Theresa Ireland Join Zoom Meeting https://minnstate.zoom.us/j/92004454313
10:00 – 10:50	<p>Developmental Education: How are we doing, and what is ahead – what new approaches are being used</p> <p>Audience: Technical faculty, advisors, for programs that require Math or English courses</p>	<p>Campus Academic Technology Team (CATT) – updates, opportunities, projects (Carolyn Weber, Shannon Fiene, CATT team members)</p> <p>Virtual Reality Grant – Paul, Kent, Anita, Carolyn</p> <p>Using Google Creator Paul Seifert</p>	<p>Librarian’s Choice</p> <p>Films on Demand, eBooks, and more</p> <p>Kip Thorson and Sandi Mead</p>

5/22/2020

	Dan Bernstrom, LouAnn Williamson, Mike Wesselink, Shannon Fiene Multiple Measures and Advising Developmental Students - Linda Pesch	Respondus Monitor/LockDown Browser - Donna Hage Turnitin.com - Gillian Singler	
10:50 - 11:00	Break	Break	Break

	Zoom Room 1 (college wide focus) Host: Kayla Westra Join Zoom Meeting https://minnstate.zoom.us/j/94244247203	Zoom Room 2 (academic / faculty focus) Room Hosts: Carolyn Weber and Shannon Fiene Join Zoom Meeting https://minnstate.zoom.us/j/92082915889	Zoom Room 3 (academic/faculty focus) Room Hosts: Kip Thorson and Theresa Ireland Join Zoom Meeting https://minnstate.zoom.us/j/92004454313
11:00 – 11:50	Working with students at a distance: what works, what hasn't, where can we improve, and strategies for moving forward Student services personnel – Becky Weber Academic dean – Paul Lanoue Faculty member – Rob Arp	Campus Academic Technology Team continued – Once above topics covered, include discussion on D2L tips/tricks, lessons learned, questions regarding moving online, brainstorming for next year, discussion of what trainings would be helpful over the summer, tour the Teaching with D2L course, tour the ASA schedule / trainings.	Teaching Strategies -Tips and ticks Using games to engage students: using tools like Kahoot, Quizizz, and Quizlet - Kent Dahlman Using graphic organizers to help students with concepts/reading – Dan Bernstrom
11:50 – 1:00	Lunch break	Lunch break	Lunch break
1:00 – 1:50	Assessment Update: Take a walk through the assessment site: changes, expectations, and why we do what we do. Beth Van Orman Kayla Westra	Open Educational Resources – what are they, what are we doing, and what's a Z degree? OER grants – Ron S, Pam J, Kent D, Dan B., Anita G., Carolyn W. Z degree – Kayla will provide info	Student Academic and Support Services Tutoring – Kip Thorson Financial, Emergency – Linda Pesch Mental Health – Rebecca Weber, Rachel Cox-Raverty
1:50	Wrap up (all – use this Zoom room) Evaluation survey		

Survey Results – Spring 2020 CTL Day

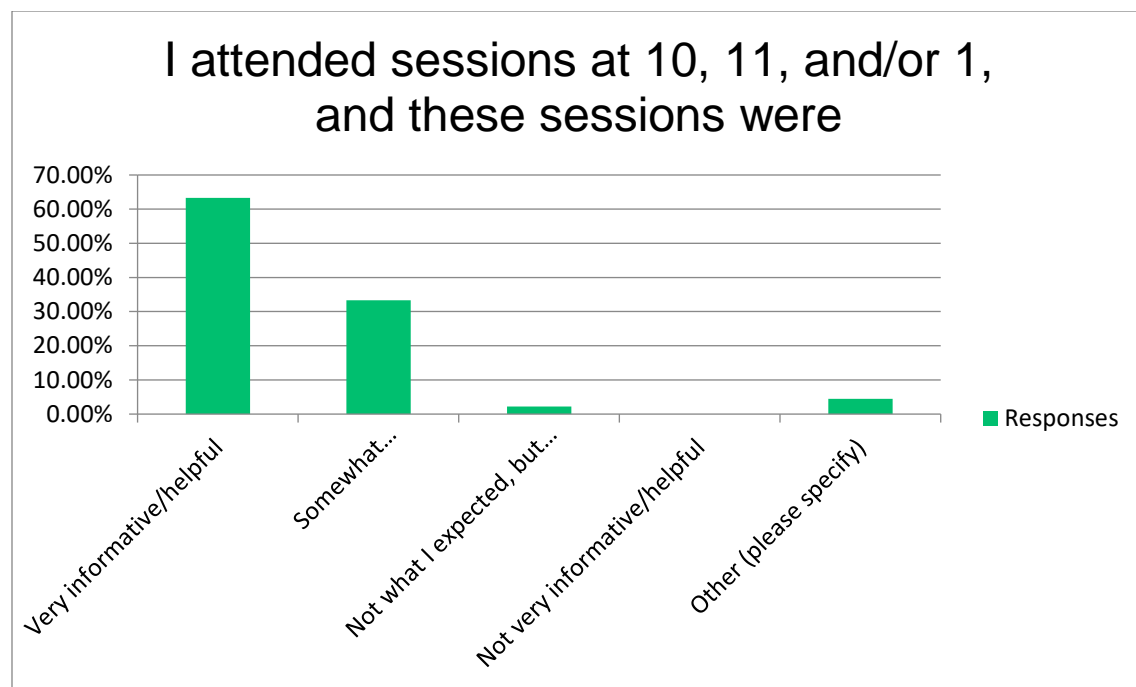


The Cabinet and HLC updates were informative.

Answer Choices	Responses
Yes	95.65% 88
Not really	2.17% 2
Comments	2.17% 2
Answered 92	

Comments:

- We heard much of the same information weekly - the updates on HLC are great reminders - this is of extreme importance to the college community.
- Cabinet was.



Comments:

- I attended the 11:00 AM. It was a repeat of our weekly meetings.
- great opportunity as STAFF to listen in on a faculty day - thank you. (although, i was locked out of room 3 for the 2nd half of the day - could get in room ONE with no problem, but room three asked for an email and password.)
- Would have been could to offer sessions based on what faculty wanted. Seemed that information was scheduled by administration. Usually CTL from campuses help plan, there was no input requested. Understand these are different times, but not sure why the process had to change.
- Wish my question would have been answered - Someone talked to my question but did not truley answer.

We often talk about the "one thing" that makes an event 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.

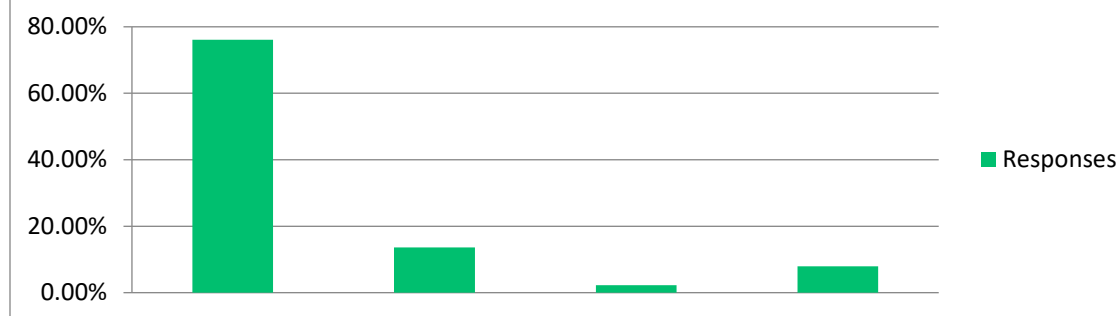
- The OER material was informative
- Respondus monitor kaltura quick capture
- I appreciate the expansion of the assessments, headed in the right direction; more accurate.
- It was very helpful to learn about how all other staff and faculty are doing with the new changes.
- I liked the panel because I heard how they are adapting and it was just nice to be on the same page.
- 1. For students - that we continue to care - and will provide courses and support for them. 2.OERs help me as an instructor - to help students.

5/22/2020

- The “sign-off” by everyone after the updates in the morning demonstrated to me how dedicated everyone is to the students and Minnesota West. That is the motivation behind our students’ learning!
- Team atmosphere
- Assessment and HLC update, distance learning tactics and opportunities
- How to embed small video clips into D2L announcements,etc.
- turnitin.com
- It was very good to feel "connected" to people again. Technology can effectively be used to impact our students' education.
- I really liked learning more about the different testing systems
- Respondus LockDown Browser Looking into ZDegree Transfer Pathway for my area Embedded Reading Quizzes using OER (Dan Bernstrom)
- All the appreciation of Minnesota West's team during COVID - the positive comments were fantastic for refilling the bucket. Appreciated hearing the tips learned from Paul L, Rob A, Salome, and Maria F. Nice job!
- still learning more zoom tricks
- All the work we’ve done thus far in such short notice
- Don't want to sound negative, but this semester has been Really challenging and it's hard to gauge how the students really did, I know as I look at the semester, since the start of COVID 19 in March I have had to redevelop the Electrical course in 2 weeks and it was a lot of WORK some people sounds like it was easy IT WASN'T I am already planning for Fall to be somewhat like this spring, We need training for some of the virtual courses that is going to take time this summer.
- Learning from everyone’s teaching methods and how they transitioned to online teaching.
- Student working for MN west Jackson called me out 18 years after being my student!
- There are wonderful resources that we can use to improve our classes for our students.
- Would like to try graphic organizers.
- The weekly Cabinet Updates are so, so helpful, especially with everything going on. It was great to hear in Zoom 1 at 11.....all the options positive things employees came up with to help students. We work wonders.
- The student service update gave a lot of information that has changed on the website and how students are being advised.
- I learned that we have more resources for students than I realized we had, and that our faculty are innovating, trying new things, and excited about improving their courses. OER resources
- I refreshed/updated my knowledge about gaming int he classrooms. I used to use flash cards, but stepped away from that a few years ago. Now - especially when we're all in the cyber world - it's becoming imperative to bring hands-on learning experiences and/or entertaining learning experiences into these cyber classes
- Z degree: I found several (new to me) OER web pages.
- How to utilize Media Space 5/8/2020 2:05 PM
- Respondus Lockdown Browser for my teaching now that I have to put more online. Tutor.com for my students, and I had attended Google expedition before but I learned more information on the improvements they have made
- The topics were great!! Very informative and I like the Zoom atmosphere for these meetings. We have a great team of people working at Minnesota West!! Thank you for planning this great CTL Day for all of us!!
- I just feel that the MN West Team is Awesome!! I Greatly appreciate all the extra help that I have received from the HLC team!
- That others are struggling but finding positives too.
- Excellent information that we can apply right away
- Films on Demand & eBooks
- How to engage students with use of Kahoot and utilizing Turnitin and OERs
- All sessions were incredible. To be honest I like this better than all sitting in an ITV room where seeing the screen is sometimes hard. Enjoyed very much! Thanks. I learned somethings about D2L that will be helpful in redesigning classes for fall. Video announcements. I can demo for an announcement! I had only used mediaspace for posting in content area. Love it.
- Positive remarks about digital enrollment and contact with students from a distance; this makes me feel optimistic that we can solicit student interest on a whole new level in addition to traditional approaches when our environment returns to a semblance of “normal.”
- Starting to get burned out with all the updates, news, changes, new forms, new ideas, alternative means of delivery etc. Not complaining, just ready to be done with it

- The people. The focus. The teamwork and supporting one another. The coming together.
- I learned that people at MN West are truly concerned about our students!
- Ways to enhance teaching online since that is new to me.
- Like to hear about new technologies and review old - many were discussed.
- Opendora
- We are in this together, and the Faculty and Staff will do whatever we can to assist our students.
- Learning more about the OER
- graphic organizer more on this
- more about distant learning
- NA
- Implementing graphic organizers and kahoot into my classroom! Excited to try.
- Adaptability
- Dialogue with colleagues on teaching strategies and resources.
- New changes in D2L
- Assessment
- The ability to conduct learning in different forms
- Questions others had helped me because they were questions I never thought of but pertained to my program.
- More about assessments
- Monitor Lock Down Browser
- I learned about using the kaltura quick capture to make a class announcement in D2L instead of typing a text announcement which I will try next semester.
- OER
- That we are flexible
- A reminder and refresher on Turnitin and other technology available.
- Additional online resources to use
- It was fun to be involved as a staff member
- The information on the plan going forward for next fall and the course assessment information .
- I am seeking a course where I need to use Respondus LockDown Browser. I don't think however, that Respondus Monitor is for me.
- Assessments
- All of the sessions I attended will in some way, shape, or form impact my teaching; however, I appreciated Session 2, CATT team updates, tips, tricks that I can use to improve my online courses the most (Express Capture feature). The assessment session will certainly help my completion of the course and program assessment forms go more smoothly.
Thank you!
- I will try out Kahoot and Quizizz!
- I like to hear about assessment options.
- Assessment update
- Not one thing stood out. Good info in each session - learned more about developmental course changes, pros and cons of transitioning during COVID, and changes/highlights of assessment site.
- ELM trainings with Kip and Sandi. Practices exams for students before taking the actual exams for job placements or college entrance exams.
- Using "Insert Stuff" in D2L and using Mediaspace "Express Capture" in both content and announcements.
- That we can look at our community and make changes in response. We have a great team that is continuously dedicated to student success!

In the fall CTL survey, the top two areas faculty asked for information on where educational technology and teaching strategies. Do you feel there have been enough opportunities in these two areas, through CTL events this year, system-...



Yes, there were adequate opportunities for me to learn more about these two areas.

76.14%

67

There could have been more opportunities.

13.64%

12

There were not enough opportunities.

2.27%

2

Other (please specify)

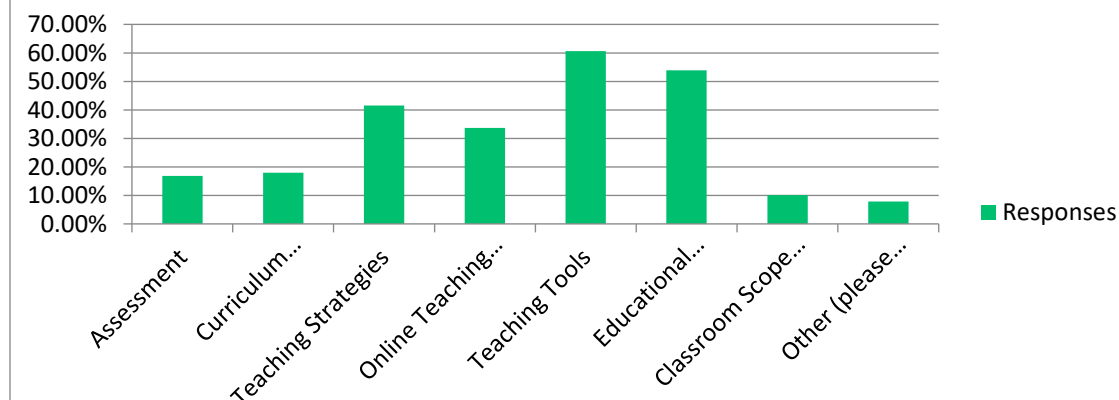
7.95%

7

Comments:

- The training was there if people accessed them from the System Office. Training at our college we could use more training like the upcoming session that Heidi is providing.
- Yes, there are lots of opportunities to learn but if it's not currently applicable, it's hard to want to watch a video, attend a webinar, etc. Maybe a call for SPECIFIC needs or an entire CTL course that is Q/A... just thoughts!
- can always use more of those. it is always changing
- They touch on different things but training was limited.
- I was not employed at MN West at that time yet. Sorry!

As we begin planning for next year,
where would you like to see additional
professional development? Mark all that
apply.



Assessment	16.85%	15
Curriculum Development/Revision	17.98%	16
Teaching Strategies	41.57%	37
Online Teaching Pedagogy	33.71%	30
Teaching Tools	60.67%	54
Educational Technology	53.93%	48
Classroom Scope and Sequence	10.11%	9
Other (please specify)	7.87%	7
Answered		89

Comments:

- Personalized training for faculty that are accessible and scheduled regularly.
- general daily task efficiency with outlook, office 365, ISRS shortcuts, etc.
- Any

- Professionalism
- sessions that are also applicable to staff
- Show how to use Office 365, Zoom, ... seem to learn new tricks from others.

In what areas would you like to see additional training?

- Open Educational resources in the trades
- teaching technology
- distance learning
- O365 Zoom/MediaSpace Kaltura
- Zoom tips
- Online and distance delivery for CTE courses
- teaching tools and education technology
- More D2L training
- More advanced D2L training is always welcome (Widgets, Intelligent Agents, Rubrics, etc).OER Office 365
- D2L, market place
- Training for virtual labs
- Student recruitment
- Use of online tools
- Good to see/hear student services options.
- Classroom assessment tools
- Faculty demonstrations about successfully using simulators (simulated licenses) in their classrooms. This would be very beneficial for the technical and trades programs.
- I always like technology updates - tips and tricks to use with different things - zoom meetings, Office, zoom phones, etc.\Sometimes not all of us are the most tech savvy people. Basic computer and specific areas that we might be using a lot is always good for us common people.
- D2L, zoom, recording and putting things into D2L
- Zoom meetings educational teaching tools
- Editing videos with mediaspace.
- All was good, but new and innovative topics are always of interest- especially in student facing instruction techniques and strategies for course outcome implementation
- D2L
- Hands on with the teaching technologies if possible so there is guidance. Add new features in D2L for Fall CTL day in case were unable to attend in summer.
- Diversity
- Advanced session on D2L, intelligent agents, Quik Eval
- English Language Learning
- Classroom Lecture
- Continued training on assessments
- Online tools
- Just general things that faculty may not realize is available in as shortcuts in D2L.
- More online so training on how to set up classes to discourage cheating and encourage self guided work.
- OER resources
- Additional online resources and strategies as we navigate this new normal
- Assessment and ways we can help with the accreditation.
- I'm open to anything. There are always things I am not aware of and appreciate learning more about.
- Always looking for tools which help engage students actively in their learning.

- grading policies, testing strategies, late assignment policies
- D2L
- Technology - it's changing constantly
- Show how to use Office 365, Zoom, ... seem to learn new tricks from others.
- Instructional tools
- Collaboration with agencies and organizations in order to bring home our teaching and courses

Is there anything specifically related to the delivery changes due to COVID-19 that you would like to see addressed this summer?

- Getting some face to face
- Zoom training works well - even beyond COVID-19.
- Continue the good work of helping deliver remotely
- online and distance delivery for CTE courses, open resource instruction materials and appropriate use and access
- How to keep students engaged in online learning
- Thank you for the good day! Although I miss seeing everyone, this Zoom worked well and allowed for multi-tasking at the right times/places.
- for some students along the border internet connections are not always reliable or dependable. hopefully the companies can speed up the connections and staying power
- More online tools
- Preparing for the fall semester re-think books and other labs.
- No - Worked well.
- Remember that since we are all virtual, our email boxes are inundated with messages. Brevity is in order; succinct messages without too much fluff and without redundancy will be helpful now and in our next academic year. (I have to admit that I'm becoming a bit "delete happy" lately without bothering to read messages)
- I think everyone has adapted very well to working from home and zoom, etc. Thank you for letting us do this to keep our students and staff safe from this scary virus!! I appreciate so much that we have this option. Thank you administration for all that you have worked so hard on to make this happen!! We appreciate you all so much!! Take care!!
- It would have been nice to have step by step instructions on the different subjects in a word document so we could follow along.
- I'm lucky to have already been online for most content.
- Just to continue innovative solutions and creating projects "outside the box" from traditional face-to-face curriculum design.
- The flexibility in services and the ability to work from home to aid with this flexibility – especially in the summer.
- More advising on Customized Training classes/how to offer courses
- How to scan in worksheets and answer keys so I do not have to grade them and record them 5/8/2020 2:00 PM
- Guidelines for classes that have always been face to face with labs, how to go about planning these as online?
- No, what I need is discipline specific. Thank you!
- How to use Zoom effectively in a classroom setting. Student access to internet and devices
- More simulation software
- Virtual skills assessments
- I think we should rethink how we receive ITV and look at setting up "receiving" stations on campuses that allow for isolation but students can log into their class using our equipment and have a place to attend class maybe around other classmates so they don't feel isolated (6 ft apart of course).
- MNWest faculty and administration have done an outstanding job addressing the situation and issues related to COVID-19.
- Maybe hands-on lab type of applications for biology.
- how lenient should we be with students due to COVID-19?
- Hope for face-to-face labs

- How do we get our students to understand the complete process of doing solid collegiate level work and follow directions in turning the work in. Sometimes they equate online to lack of academic rigor.

Summer 2020 Professional Development Opportunities

These professional development opportunities for Summer 2020 combine what is offered at the Minnesota State System Office level as well as local opportunities. This information has been shared in multiple ways with faculty. Offerings are developed based on feedback from surveys, faculty feedback in assessment activities, and by request.

Minnesota West (local) professional development opportunities

- **D2L training** – Shannon Fiene has sent out meeting invites.
- **Office 365 Tips** (Email, Word, Excel, PPT, One Drive, Etc.) – Heidi Heckenlaible has sent out meeting invites. In today's session, 36 people learned more about Excel.
- **Cultural Competency** – Book Group – meets every other week. Contact Kayla if interested.
- **Question and Answer with Kayla** – general pedagogy, D2L, Zoom, OERs, and other relevant topics – and bring your questions! (Wednesday mornings, 8:30-9:00, watch for meeting invite)
- **Teaching with D2L Course** – repository of information for self-paced learning (contact Carolyn Weber if you need access to that course)
- **LARC Tutorials and Resources** (lots of great tips and overviews): <https://www.mnwest.edu/larc/tutorials-featured-resources>
- **20 Minute Mentor series** – 20 minute quick session videos – access from the home page of Teaching with D2L for self-paced learning (can also do with your friends!)
- **Resources:** There are many people who have expertise in many areas – don't hesitate to reach out to your colleagues and ask questions. The Campus Academic Technology Team (CATT) have lots of members with specialties.

Minnesota State (system office) professional development opportunities

There is one "long course" (**Foundations of Teaching Online**) and 13 two-week short courses. For more information on when these courses are offered and what content will be covered, go to the ASA Network for Education Development site: <https://mnscu.sharepoint.com/teams/SO-ENTPR-NED-Team>). The short courses are

- **Designing Your Course for Student Learning**
- **Creating Accessible Course Documents**
- **Improving Instructor-to-Student Interaction**
- **Applying the Quality Matters Rubric**
- **Culturally Responsive Pedagogy**
- **Assessment of Student Learning**
- **Aligning Instructional Strategies with Zoom**
- **Humanizing Your Course**

5/22/2020

- **Skills to Facilitate Your Course**
- **Aligning Instructional Strategies with Kaltura MediaSpace**
- **Improving Student-to-Content Interaction**
- **Improving Online Assessments**
- **Improving Your Online Course**