



Center for Teaching and Learning – Final Report

July 15, 2022

Academic Year 2021-2022

Contents

Overview	2
College-wide CTL Week, August 2021	3
Schedule	3
Fall CTL Week Survey Results	13
Overview	13
CTL Leader Position Description	27
Updated Survey	30
Campus-level CTL Activities Template.....	31
2021-2022 Campus-Level Goals/Reports	33
Campus Location: Canby.....	33
Campus Location: Granite Falls.....	35
Campus Location: Jackson.....	36
Campus Location: Pipestone/Luverne.....	38
Campus Location: Worthington	40
Fall 2021 Survey Results - Worthington	41
Survey Results – Spring 2022 Worthington	47

College-wide CTL Day, May 6, 2022.....	53
Schedule	53
Survey Results - Spring 2022 CTL Day	54
Summer 2022 Professional Development Opportunities.....	60
Local Opportunities	60
Minnesota State (system office) professional development opportunities	61

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 also included. The CTL kickoff meetings notes and leader position description are in the appendices. Summer 2022 professional development opportunities are available within this report.

College-wide CTL Week, August 2021

For the first week of the academic year, approximately half of the preparation time is spent in teaching and learning activities and administrative meetings. The other half of the time for this week is for class preparations. Originally, we planned to be in person in Pipestone; two weeks prior to the event, this was shifted to remote due to health conditions at the time.

Schedule

August 16-20, 2021 Fall 2021 Duty Days Overview of the Week

Monday, August 16	Tuesday, August 17	Wednesday, August 18	Thursday, August 19	Friday, August 20
8:00 - 4:00	8:00 - 4:00	8:00 to 4:00	8:00 - 4:00	8:00 - 4:00
General Work Day	HLC and Technology	Teaching and Learning	General Work Day	General Work Day /IT
Coffee and light breakfast provided on each campus	Coffee and light breakfast provided on each campus	8:30 - 9:00 breakfast on each campus	9:30 - 2:00 REACH faculty (high school instructors and college faculty mentors required - Zoom -Kayla Westra and Theresa Ireland, organizers)	9:30-10:20 IT updates on each campus (ITV/Zoom, Xerox changes, etc.) - repeated from Tuesday
8:00 - 12:00 Nothing scheduled	8:30 - 9:20 D2L Updates, Tips and Tricks, Q&A (Karen Wenz, SO, and Kayla Westra)	9:00 - Welcome, Jeff Williamson	Lunch on your own	10:30-11:20 Office 365, etc. How to use the tools to improve productivity and communication - repeated from Tuesday
Lunch on your own	9:30-10:20 IT updates on each campus (ITV/Zoom, Xerox changes, etc)	9:15 - State of the college, Terry Gaalswyk	2:00 - 2:50 Student Senate Advisors meeting - Becky Weber	11:30 - 12:30 Campus pot luck - CTL leaders
12:00 - 12:50 Shared Governance Meeting	10:30-11:20 Office 365 etc. How to use the tools to improve productivity and communication - Heidi Heckenlaible	10:00 - 10:15 BREAK	2:00 - 2:50 Transfer Pathway/Liberal Arts Committee Meeting (Mike Wesselink, organizer)	12:30 - 1:20 AASC Meeting
1:00-1:50 CTL leaders meeting, - Kayla Westra, Jeff Williamson	Lunch on your own	10:15- 11:45: Bea Lewis (bring handouts and your laptop/tablet/phone to participate)	3:00-3:50 Finance Committee/Equipment and Technology Process Q&A session for those interested in the process - Paul Seifert	1:30 - 2:30 Equipment and Technology Committee Members meeting (Paul Seifert, organizer)
2:00 - 2:50 Division chair/deans meeting (Jeff Williamson, organizer)	12:30 - 1:20 Preparing for HLC visit - Beth Van Orman and Jeff Williamson	11:50-12:50 Lunch provided on each campus	See page 9 for details.	Optional pot luck: college can provide water/sodas
3:00-3:50 New Faculty - Jeff Williamson, Karen Miller, Deans, Mentors	1:30-2:20 HLC Steering Committee Meeting (Jeff Williamson, organizer)	1:00 -3:15 Workshops		
See page 2 for details.		3:15 - 4:00 Division meetings		
		See pages 5-7 for details.		

7/15/2022

	2:30 – 3:20 REACH mentors meeting (Kayla and Theresa) – all REACH mentors (fall and spring) See page 3 for details		See page 8 for details.	and paper products; CTL leaders coordinate pot luck if campus community wants to participate
Tasks during unscheduled time: class preparation, working with students, curriculum, program needs, space set up, lab set up, departmental items, etc.				

7/15/2022

Monday, 8/16/21 Schedule

8:00 - 4:00

General

Work Day

*Coffee and light breakfast provided on each campus ** If no Zoom link is listed, Zoom is not an option for that meeting.

Time/Name	ITV and/or Zoom Link	Organizer	Overview	Who Should Attend
8:00 - 12:00 Work time			Lunch on your own	
12:00 - 1:00 Shared Governance Meeting	Canby - 126A Granite Falls - 123 Jackson - B115 Luverne - 103 Marshall- conference room Pipestone - 205A Worthington - 211	Terry Gaalswyk, Tim Buysse, Vong Rathsachack	Standing meeting	Members of Shared Governance from faculty and administration
1:00-1:50 CTL leaders meeting - Kayla Westra, Jeff Williamson	Canby - 126A Granite Falls - 123 Jackson - B115 Luverne - 103 Marshall- conference room Pipestone - 205A Worthington - 211	Kayla Westra, Jeff Williamson	Begin planning for CTL for the year; review CTL and assessment report for 2021-2022; review position description; review goal template	CTL leaders for each campus/center; Beth Van Orman, Assessment lead
2:00 - 2:50 Division chair/deans meeting	Canby -126A Granite Falls - 123 Jackson - B115 Luverne - 103 Marshall- conference room Pipestone - 205A Worthington - 211	Jeff Williamson	Discuss plan/checklist for Wednesday division meetings	Division chairs, deans
3:00-4:00 New Faculty - Jeff Williamson, Karen Miller, Deans, Mentors	Zoom: https://minnstate.zoom.us/j/91510005257 Passcode: 337148	Jeff Williamson, Karen Miller	Introductions, overview	Deans, mentors, new faculty
Tasks for week during unscheduled time: class preparation, working with students, curriculum, program needs, space set up, lab set up, departmental items, etc.				

7/15/2022

Tuesday, 8/17/21 Schedule

8:00-4:00

HLC, IT, and

REACH

*Coffee and light breakfast provided on each campus ** If no Zoom link is listed, Zoom is not an option for that meeting.

Time	Zoom Info	Organizer	Overview	Who Should Attend
8:30 - 9:20 D2L tips and what's new	https://minnstate.zoom.us/j/97767141768 Passcode: 609098	Kayla Westra	Karen Wenz from the System Office D2L team will be joining us to talk about what's new that impacts faculty and students, tips and tricks, and there will be time for Q&A	Faculty who are using D2L for online, hybrid, or face to face classes
9:30-10:20 IT updates on each campus	Canby - 107 Granite Falls - 123 Jackson - Commons/B106 Luverne -Jim will provide time/location Pipestone -Rm 103 Worthington - Rm 202	Campus IT Techs	(ITV/Zoom, Xerox changes, StarID, Eduroam, etc) (not an ITV meeting - these are rooms where equip will be reviewed) Session will be repeated on Friday	All faculty Staff and administration
10:30-11:20 Office 365 etc.	https://minnstate.zoom.us/j/99024555836 Passcode: 378012	Heidi Heckenlaible	How to use the tools to improve productivity and communication Session will be repeated on Friday	Faculty, staff, administration
11:30 - 12:30			Lunch on your own	
12:30 -1:20 HLC Updates/ Preparing for HLC Visit	Canby - 126A Granite Falls - 124 Jackson - B115 Luverne - 103 Marshall - Conference Room Pipestone- 205A Worthington 212 https://minnstate.zoom.us/j/91833355867 Passcode: 297125 SIP: 91833355867@zoomcrc.com	Beth Van Orman, Jeff Williamson	Preparing for our HLC Visit	All faculty/staff
1:30 - 2:20 HLC Steering Committee Meeting	Canby - 126A Granite Falls - 123 Jackson - B115 Luverne - 103 Marshall - Conference Room Pipestone- 205A Worthington 212	Jeff Williamson, Beth Van Orman	Progress to date, members' expectations, deans' roles, fall semester meeting dates	Members of the HLC Steering Committee

7/15/2022

2:30 - 3:30 REACH mentors meeting	Zoom: https://minnstate.zoom.us/j/99105960932 Passcode: 716638	Kayla Westra and Theresa Ireland	Set up for Thursdays meeting, mentoring overview, checklist	All college REACH mentors (fall and spring)
Tasks during unscheduled time: class preparation, working with students, curriculum, program needs, space set up, lab set up, departmental items, etc.				

Schedule - Wednesday 8/18/21

Teaching and Learning Focus

Time	ITV/Zoom Links	Overview	Who Should Attend
8:30 – 9:00 Breakfast	NA	Breakfast and Check In	All faculty, administration, staff on campus
9:00 Dr. Williamson	Canby - 107 Granite Falls - 123	Welcome back, introduction of new faculty and staff	All faculty, administration, staff
9:15-10:00 – President Gaalswyk	Jackson – commons B106 Luverne - 103 Marshall – conference room	State of the College	All faculty, administration, staff 3:00
10:00 – 10:15 Break	Pipestone - 103 Worthington - 211		
10:15 – 11:45 Bea Lewis, Guest Speaker	Zoom for staff: https://minnstate.zoom.us/j/91950301117 Passcode: 177290 SIP: 91950301117@zoomcrc.com	Real, Raw, and Relevant: Understanding ourselves to better understand others Bring: <ul style="list-style-type: none"> • Handouts sent with this schedule • Your laptop/table/phone to participate 	All faculty, administration, staff on campus
11:50 – 12:50 Lunch	Provided at each campus		

WEDNESDAY CONTINUED ON NEXT PAGE

WEDNESDAY AFTERNOON BREAKOUT SESSIONS

ITV Locations (use same rooms for all three sessions)	Canby 107 Granite Falls 123 Jackson B115 Luverne 103 Marshall conf room Pipestone 205A Worthington 211	Canby 126 B Granite Falls 124 Jackson O-050 Luverne 210 Marshall use Zoom Pipestone 205B Worthington 202	Canby 126A Granite Falls 204 JacksonS-045 Luverne 209 Marshall use Zoom Pipestone 205C Worthington 214
1:00-1:45	Digging Deeper with Bea Lewis: More strategies and discussion on diversity, equity, and inclusion Zoom: https://minnstate.zoom.us/j/98598938906 Passcode: 577019 SIP: 98598938906@zoomcrc.com	LARC – Kip Thorson and Michael Van Keulen LARC Updates & Services ; Summary: overview of library resources, tutoring services, captioning and proctoring services Introduction of new Student Success Coordinator Zoom: https://minnstate.zoom.us/j/91378072370 Passcode: 029143 SIP: 91378072370@zoomcrc.com	Student Code of Conduct/Classroom Management/ etc. Institutions of Higher Education Approaches and Expectations (policy, requirements, civility, and safety) & behavior signs and strategies – Rebecca Weber & Kathy Gruis Zoom: https://minnstate.zoom.us/j/92769187561 Passcode: 132520 SIP: 92769187561@zoomcrc.com
1:55 – 2:35 MORE FOR WED –NEXT PAGE	Faculty Sharing Megan Gorres – <i>incorporating evidence based practice into clinical care models and quality improvement</i> Ron: What is the IMPACT Learning Model, and why should faculty learn more? Shannon confirmed: The Three Key Aspects for Significant Learning Zoom: https://minnstate.zoom.us/j/97103808187 Passcode: 198221 SIP: 97103808187@zoomcrc.com	Technical Faculty Advising and Registration Tips and Strategies Katie Heronimus, Rebecca Weber or Advisor and Micha Armitage Zoom: https://minnstate.zoom.us/j/97893644948 Passcode: 807724 SIP: 97893644948@zoomcrc.com	Student Services Updates COVID Update – Royce Overland Student Basic Needs, BJEF & Chromebooks – Linda Pesch Student Accommodations Process - Salome Chonko Working with Students/Mental Health and Wellness Services (access, services provided, referrals, educational opportunities in the classroom) – Kathy Gruis OCR visit and recommendations – Rebecca Weber Zoom: https://minnstate.zoom.us/j/96546930477 Passcode: 427642 SIP: 96546930477@zoomcrc.com
2:40 – 3:10	Campus Academic Technology Team (CATT) – updates, opportunities, projects (CATT team members)	Liberal Arts Faculty Advising and Registration Tips and Strategies	Advisory Committee Meetings – the manual and

	<p>D2L Updates - Carolyn/Justin/CATT team Respondus Monitor/LockDown Browser - Donna Hage Turnitin.com - Gillian Singler Respondus Quiz Generator Update: Kayla Westra Zoom: https://minnstate.zoom.us/j/97172489452 Passcode: 243879 SIP: 97172489452@zoomcrc.com</p>	<p>Katie Heronimus, Rebecca Weber or Advisor and Micha Armitage Confirmed 7/6/2021</p> <p>Zoom: https://minnstate.zoom.us/j/97893644948 8 Passcode: 807724 SIP: 97893644948@zoomcrc.com</p>	<p>faculty with good committees discuss best practices</p> <p>Falon Paluch Elaina Nichols Teresa Noyes</p> <p>Zoom: https://minnstate.zoom.us/j/95439474353 Passcode: 699676 SIP: 95439474353@zoomcrc.com</p>
3:15-4:00	<p>Zoom:</p> <p><i>Division Meetings</i> <i>Trades/Services - Rob Arp Zoom: https://minnstate.zoom.us/j/93593938836 Passcode: 846340</i></p> <p><i>Social and Behavioral: Jay Vargas Zoom: https://minnstate.zoom.us/j/95718473362 Passcode: 795333</i></p> <p><i>Computer Sci/Business: Terri Pelzel Zoom: https://minnstate.zoom.us/j/92411372831 Passcode: 114109</i></p> <p><i>Allied Health: Elaina Nichols Zoom: https://minnstate.zoom.us/j/99304393046 Passcode: 543332</i></p> <p><i>Science/Math: Paul Seifert Zoom: https://minnstate.zoom.us/j/95030654115 Passcode: 856848</i></p> <p><i>Humanities/FA: Gillian Singler Zoom: https://minnstate.zoom.us/j/93324086231 Passcode: 408731</i></p>		

7/15/2022

Thursday, August 19, 2021**Class preparations/REACH**

* If no Zoom link is listed, Zoom is not an option for that meeting.

Time	Location	Organizer	Overview	Who Should Attend
9:30 -3:00 REACH Professional Development Day	Zoom - agenda and links sent via email on 8/13	Kayla Westra, Theresa Ireland	Professional Development Day for REACH faculty	College REACH mentors, high school faculty, Kip Thorson (LARC), deans
2:00 - 3:00 Student Senate Advisors meeting	https://minnstate.zoom.us/j/94554110948	Becky Weber		
2:00 - 4:00 Nursing Meeting	Granite Falls 126A Pipestone 205A Worthington 202	Dawn Gordon	Department meeting	All nursing faculty
2:00 - 3:00 Transfer Pathway/Liberal Arts Committee Meeting	Worthington 200 Zoom link will be sent to other attendees via meeting invite	Mike Wesselink	Group will review plan for college.	Attendees should have received a calendar invite for this meeting.
3:00-4:00 Finance Committee/Equipment and Technology Process	Canby 107 Granite Falls 124 Jackson O-050 Luverne 103 Marshall conf room Pipestone 205B Worthington 211 https://minnstate.zoom.us/j/96703680881 Passcode: 052589 SIP: 96703680881@zoomcrc.com	Paul Seifert	Q&A session for those interested in the process	Faculty interested in requesting funds
Tasks during unscheduled time: class preparation, working with students, curriculum, program needs, space set up, lab set up, departmental items, etc.				

Friday, August 20, 2021

Class preparations

* If no Zoom link is listed, Zoom is not an option for that meeting.

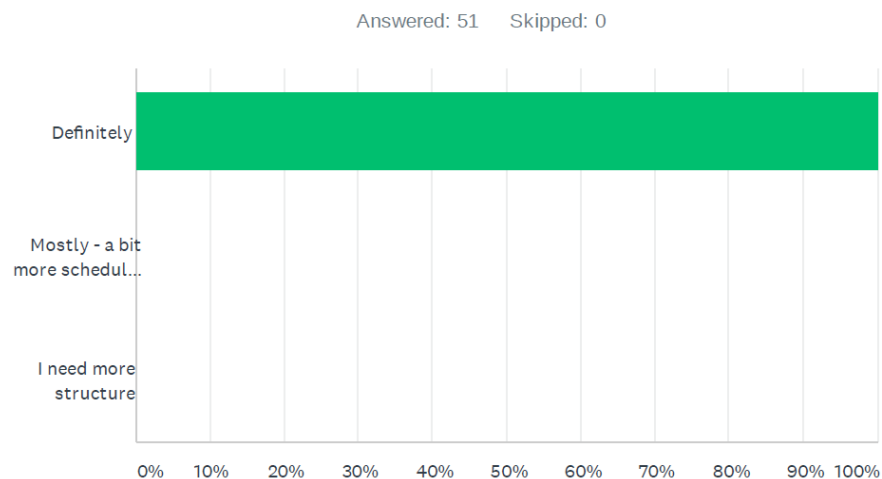
Time	Zoom Link	Organizer	Overview	Who Should Attend
9:30 – 10:20 IT updates	Canby – 107 Granite Falls – 123 Jackson – Commons Luverne – Jim will provide time/location Pipestone – 103 Worthington – 211	Campus IT personnel	IT updates on each campus (ITV/Zoom, Xerox changes, etc.) – repeated from Tuesday (not an ITV meeting – these are rooms where equip will be reviewed)	Anyone who missed Tuesday’s update.
10:30 – 11:20 Office 365 etc.	Zoom: https://minnstate.zoom.us/j/99024555836 Passcode: 378012	Heidi Heckenlaible	10:30-11:30 Office 365 etc. How to use the tools to improve productivity and communication – repeated from Tuesday	Anyone who missed Tuesday’s update.
11:30 – 12:30 Lunch	None	CTL leaders	Potluck for campus community	College will provide water/soda and paper products; CTL leaders coordinate pot luck if campus community wants to participate
12:30 to 1:20 AASC	Canby – 126A Granite Falls 123 Jackson B115 Luverne 209 Marshall conf room Pipestone 205A Worthington 214	Rob Arp, Jeff Williamson	Standing meeting	Deans, Division Chairs, members of AASC
1:30 – 2:30 Finance Committee meeting	Canby 126B Granite Falls 123 Jackson B115 Luverne 103 Marshall conf room Pipestone 205B Worthington 202	Paul Seifert	Discuss the process for the coming year for equipment and technology spending	Finance Committee Members only
Tasks during unscheduled time: class preparation, working with students, curriculum, program needs, space set up, lab set up, departmental items, etc.				

Fall CTL Week Survey Results

Overview

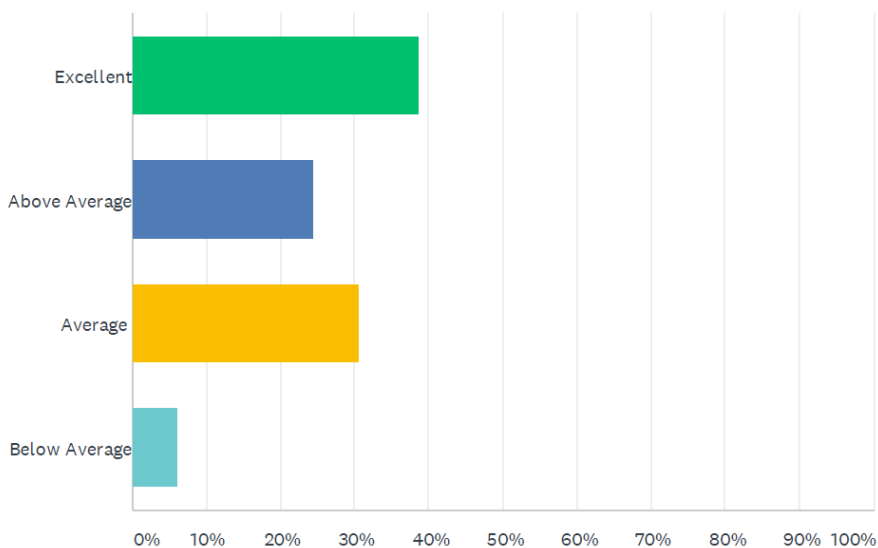
From August 16 to August 20, 2021, Minnesota West faculty, staff, and administration prepared for the 2021-2022 year in various ways. The schedule for this week is included at the end of this document. Fifty-one individuals provided feedback on the week. Note that responses were not edited.

Q1 It was nice to have Monday morning, 8/16/2021, in my office to get acclimated and ready for the week.



Q2 The HLC and Technology sessions on Tuesday, 8/17/2021, were helpful and informative.

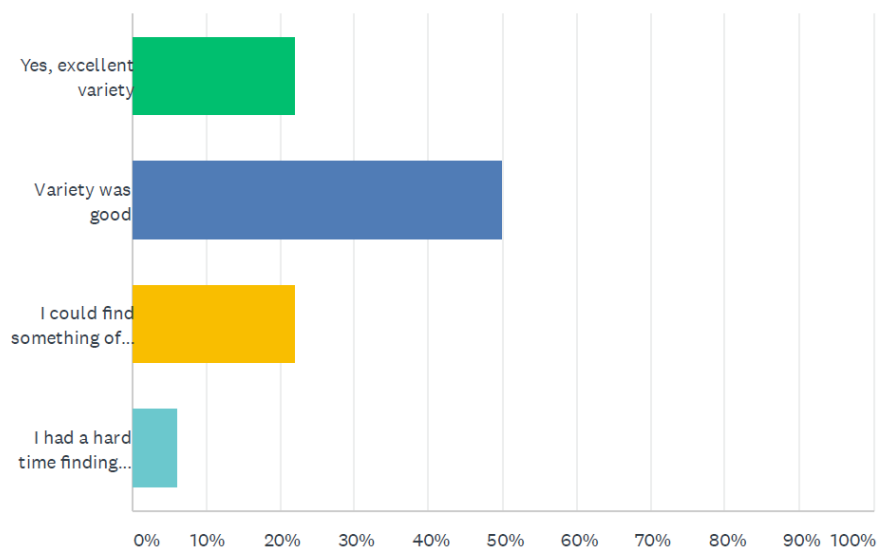
Answered: 49 Skipped: 2



#	COMMENTS	DATE
1	Having the D2L session was great! Karen was wonderful. More of this!	8/27/2021 9:15 AM
2	Elias's IT updates on the Worthington campus were very helpful.	8/27/2021 9:06 AM
3	In the ITV format (there were technology issues) it was difficult to participate. I guess we've gotten so used to using zoom that going back to ITV appears to be stepping back especially given the technology issues.	8/23/2021 8:45 AM
4	I didn't get to stay for this	8/20/2021 2:52 PM
5	The technology session was amazing - Elias is amazing!	8/20/2021 1:37 PM
6	Amazing work by these college teams!	8/20/2021 1:36 PM
7	ITV made it difficult. Also, it would have been helpful to have the Summaries ahead of time.	8/20/2021 1:25 PM
8	The D2L updates were especially helpful!	8/20/2021 12:32 PM

Q3 On Wednesday for the all faculty day, there was a good variety in the sessions offered.

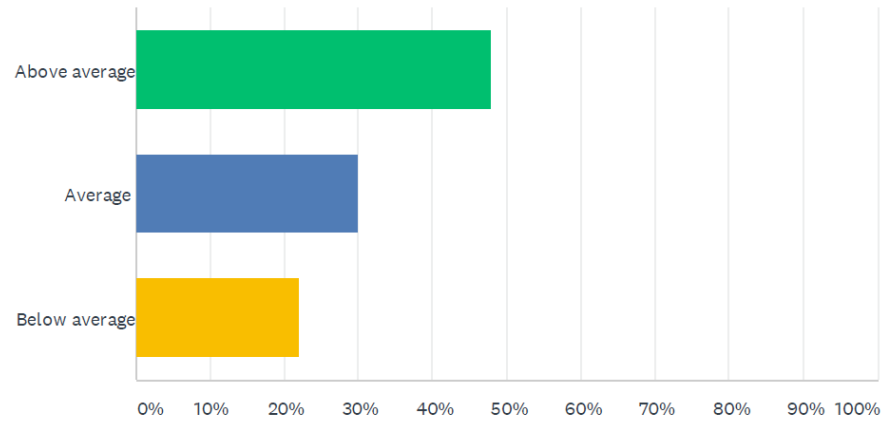
Answered: 50 Skipped: 1



#	COMMENTS:	DATE
1	It was difficult to attend sessions due to them overlapping each other.	8/27/2021 5:25 PM
2	A half day over zoom - with important messages from President and Provost - would be better. Leave the CTL speakers for a day later in the semester. When trying to help last minute students register and getting ready for classes, it is hard to concentrate and get full message from a great speaker.	8/27/2021 10:59 AM
3	Most sessions were geared toward staff.	8/27/2021 9:15 AM
4	Bea Lewis was ok didn't work that well and some of the sessions of interest overlapped each other so couldn't sit in on 3 at the same time.	8/20/2021 12:46 PM
5	Personal leave	8/20/2021 12:42 PM
6	Bea Lewis was an engaging speaker! All the faculty who presented were also excellent and the break out sessions were insightful	8/20/2021 12:32 PM

Q4 The presentation on Wednesday with Bea Lewis was

Answered: 50 Skipped: 1



7/15/2022

#	COMMENTS	DATE
1	IT issues and not being together in one group created a lot of distraction and hard to listen to Bea's presentation.	8/29/2021 7:39 PM
2	She was an excellent presenter who I could have easily listened to for the entire day.	8/27/2021 5:25 PM
3	I wish we were able to do this in a larger group with more administration present	8/27/2021 9:15 AM
4	This was an excellent presentation and the highlight of my week. I hope the college is able to host more speakers like Bea (more frequently) in the future.	8/27/2021 9:06 AM
5	Unfortunately, the technology did not work so it was difficult to get a feel for the presentation	8/27/2021 7:42 AM
6	I could not hear very well at our site. I think she had some good information, I was just lost.	8/23/2021 9:58 AM
7	I felt like I was watching a party occur in Worthington and I was an outside observer.	8/23/2021 8:45 AM
8	Difficult to hear on other campus and some technical difficulties.	8/21/2021 8:55 PM
9	I didn't get much from the presentation. Situations in the handouts needed more context. ITV/Zoom conflicts made it hard to focus.	8/20/2021 2:02 PM
10	?	8/20/2021 1:50 PM
11	It's unfortunate we had to move a virtual setting for her presentation. Too much Worthington domination simply because Bea presented on that site.	8/20/2021 1:28 PM
12	NA- I was unable to attend	8/20/2021 12:50 PM
13	Thomas Sowell Would be much better as a speaker	8/20/2021 12:45 PM
14	Personal leave	8/20/2021 12:42 PM
15	Very difficult to see and hear. Did not feel like our campus was part of the presentation.	8/20/2021 12:33 PM
16	She was awesome!	8/20/2021 12:32 PM

Q5 We often talk about the "one thing" that makes an event or conference worthwhile. What is one thing you learned that will positively impact your students and their learning? Was there something that will positively impact your work? You can provide more than one example.

Answered: 34 Skipped: 17

#	RESPONSES	DATE
1	Everything was average.	8/29/2021 7:39 PM
2	Updates on IT	8/29/2021 3:52 PM
3	The biggest take away I had was to always keep in mind to not minimize someone else's experience because we truly do not know what someone else has gone through. The other thing I will work on keeping in mind is how technology can impact an experience for someone both positive and negative.	8/27/2021 5:25 PM
4	Just getting together and getting ready for the year. Always seem to learn something from Heidi. Bea Lewis was great too. Always good to get out of comfort zone. I plan to use some of her activities in the classroom - to make students think and get to know themselves a little better.	8/27/2021 10:59 AM
5	Thank about other from a different respective	8/27/2021 9:38 AM
6	The preconceived perceptions of people exercise was good	8/27/2021 9:22 AM

7/15/2022

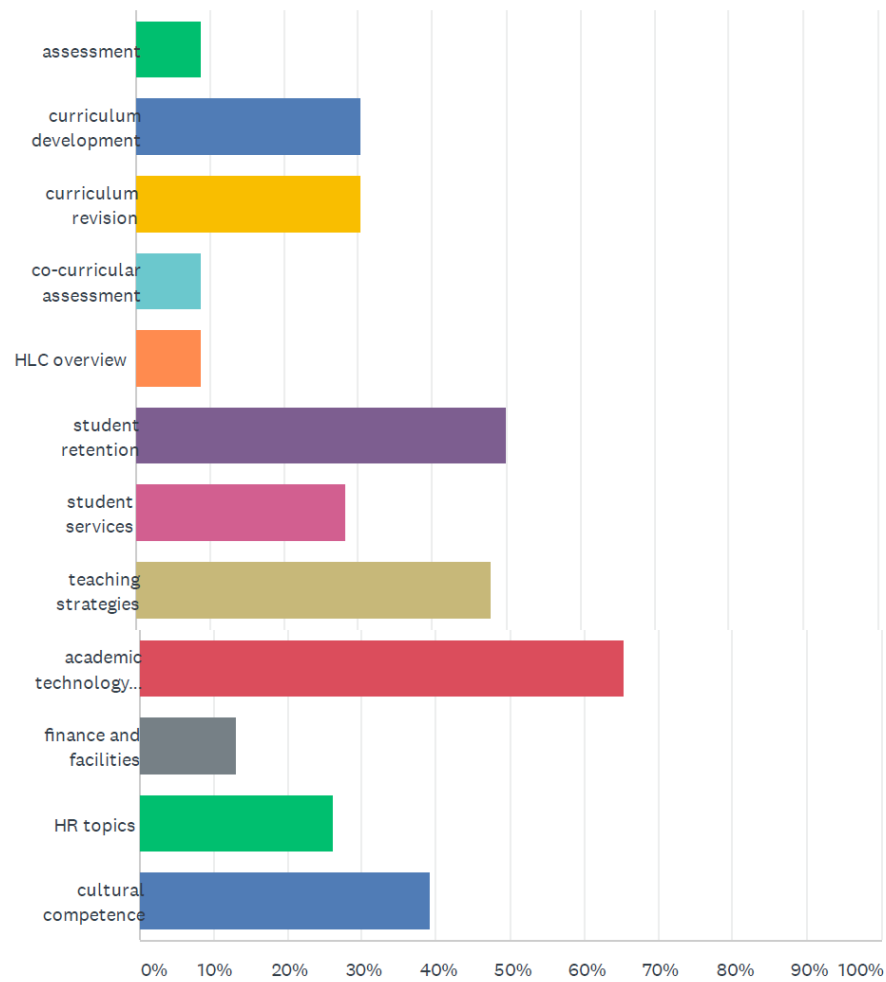
7	The census data was really informative, and the discussion about how Minnesota West uses that to inform our hiring and class offerings will be very important. Really appreciated the time given to D2L updates. There were numerous helpful tips throughout that session with Karen.	8/27/2021 9:15 AM
8	Bea Lewis's presentation stuck out as the most impactful part of the week. Her work reminds me to always try and consider other perspectives and do my best to put myself in my students' shoes.	8/27/2021 9:06 AM
9	D2L updates! Rubric	8/27/2021 8:43 AM
10	Fellowship	8/25/2021 2:56 PM
11	I learned several things at the Advisory Board meeting in the afternoon. It was a good conversation all around.	8/23/2021 9:58 AM
12	Updates on Office 365	8/23/2021 8:37 AM
13	inclusion	8/23/2021 7:28 AM
14	As a new faculty, the president's address was helpful, informative, and inspiring.	8/23/2021 7:24 AM
15	I cannot pinpoint one takeaway.	8/22/2021 5:47 PM
16	Reminder of the importance not to make assumptions about people.	8/21/2021 8:55 PM
17	D2l info	8/21/2021 6:47 PM
18	Never use ITV and Zoom at the same time. They conflict with each other and the class will hear, see, and learn nothing. Use Zoom only.	8/20/2021 2:02 PM
19	Discussion on teaching and ways to support students' needs	8/20/2021 1:37 PM
20	Bea sharing her story of the Sioux Falls airport screening processes was enlightening but also created anger	8/20/2021 1:36 PM
21	Dr. Gaalswyk's local data was the best take away and quite eye-opening.	8/20/2021 1:28 PM
22	life is opportunity	8/20/2021 1:27 PM

7/15/2022

23	OER's	8/20/2021 1:06 PM
24	Keep thinking equity and how that can impact my students. Some D2L tricks I learned will definitely positively impact my work.	8/20/2021 1:06 PM
25	Learning more about student communication methods and syllabus structure	8/20/2021 12:50 PM
26	from the chit chat we have had enough on equality we all get it and understand it not to make it sound bad.	8/20/2021 12:46 PM
27	Personal leave	8/20/2021 12:42 PM
28	Realizing the impact of perceptions.	8/20/2021 12:38 PM
29	The sessions and discussions focusing on equity and cultural competency were helpful in providing new perspective and ways to further my work on this in my teaching.	8/20/2021 12:34 PM
30	It's a choice to keep an open mind.	8/20/2021 12:33 PM
31	The importance of engaging students through participation activities.	8/20/2021 12:33 PM
32	My biggest take away was actually from President G; his opening remarks about his own need for community really echoed what I'm observing from our students. This has been a very tumultuous past year, and more than ever our students need a sense of community to thrive.	8/20/2021 12:32 PM
33	Collaboration is valuable in Covid era	8/20/2021 12:30 PM
34	awareness and preference from Bea Lewis' presentation.	8/20/2021 12:19 PM

Q6 As we plan for CTL events and the next duty day, please note if you are interested in the following sessions: Check all that apply.

Answered: 46 Skipped: 5



ANSWER CHOICES	RESPONSES	
assessment	8.70%	4
curriculum development	30.43%	14
curriculum revision	30.43%	14
co-curricular assessment	8.70%	4
HLC overview	8.70%	4
student retention	50.00%	23
student services	28.26%	13
teaching strategies	47.83%	22
academic technology tools and training	65.22%	30
finance and facilities	13.04%	6
HR topics	26.09%	12
cultural competence	39.13%	18
Total Respondents: 46		

#	COMMENTS
1	I would love to see some pointers on recruiting at high schools.
2	marketing
3	MARKETING
4	Intelligent agents

Q7 Center for Teaching and Learning leaders are preparing goals and the training requested in last year's assessment plan. Please note here what areas you'd like to see more information or training. You can add your campus location if you'd like to ensure your CTL leader gets the note.

Answered: 23 Skipped: 28

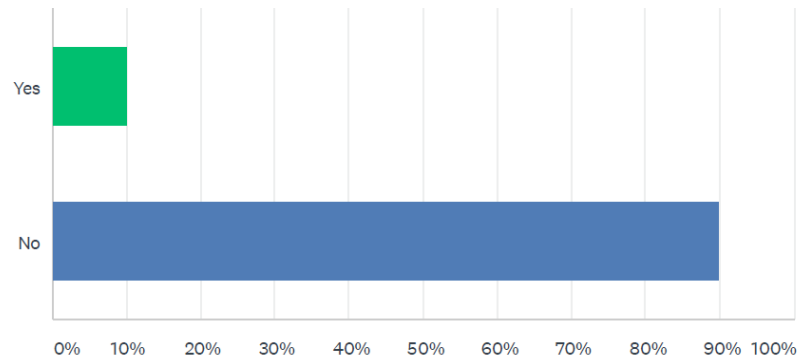
#	RESPONSES	DATE
1	Recruiting, advisory committee meetings	8/29/2021 7:39 PM
2	I'd like to see more information/training about how to use the technology available as well as effective student engagement strategies.	8/27/2021 5:25 PM
3	Keep up the good work. Always a variety of offerings.	8/27/2021 10:59 AM
4	Teaching English Language Learners OER materials Decolonization of curriculum strategies Research on class size reduction	8/27/2021 9:15 AM
5	n/a	8/27/2021 9:06 AM
6	Microsoft Office suite, de-stress & self-care topics	8/27/2021 8:43 AM
7	Technology that replaces Grades First	8/25/2021 2:56 PM
8	I don't really have anything. Sorry!	8/23/2021 9:58 AM
9	CTL leaders generally do a good job of bringing topics of interest.	8/23/2021 8:45 AM
10	Student engagement techniques	8/23/2021 8:37 AM

7/15/2022

11	We should be talking about keeping our programs running in the technical fields. Student gains and retention.	8/23/2021 7:28 AM
12	Anything on curriculum, teaching online vs hybrid vs in-person learning, ideas or resources to facilitate online learning	8/23/2021 7:24 AM
13	Having difficulty understanding and using Teams.	8/21/2021 8:55 PM
14	What technology is available in each classroom?	8/20/2021 2:02 PM
15	Can never get enough of technology tools and training.	8/20/2021 1:28 PM
16	time management	8/20/2021 1:27 PM
17	N/A	8/20/2021 1:06 PM
18	Equity: Worthington	8/20/2021 1:06 PM
19	D2L, great information! Also- student engagement and retention.	8/20/2021 12:50 PM
20	they are doing a good job	8/20/2021 12:46 PM
21	Specific training on new technology tools, D2L and elsewhere.	8/20/2021 12:45 PM
22	Marketing strategies	8/20/2021 12:34 PM
23	None that I can suggest; the CTL leaders do an excellent job in Pipestone	8/20/2021 12:32 PM

Q8 Are you willing to present on a topic at some point through the year? If you select yes, please provide your name in the box.

Answered: 40 Skipped: 11



ANSWER CHOICES	RESPONSES
Yes	10.00% 4
No	90.00% 36
TOTAL	40

2021-2022 CTL Leaders Kick-off Meeting Notes

The CTL Leaders met on Monday, August 16, 2021.

In attendance:

Jackson: Lance Baumann, Terri Pelzel

Canby: Teresa Noyes, Sara Abrahamson

Granite Falls: Shannon Fiene, Judy Tebben

Luverne/Pipestone: Lisa Smith, Elaina Nichols

Worthington: Leah Gossom, Heidi Taurus

Kayla Westra

Assessment Report / review

Discussed report from assessment and how that needs to be tied to the CTL activities and training offered. 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 [Assessment Summary Report 2020-2021](#) . Review the training requests from college faculty. Note that these are not defined by campus; this is college-wide effort.

Goals for 2021-22

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. Note that the college-wide CTL days, assessment days, etc. do not factor in to the required three activities per semester. All events should be shared across campuses using Zoom / ITV. Have goals in to Kayla by September 30. Use the template that was provided for consistency across campuses.

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. All documents are available in the CTL Teams site.

Survey review

Reviewed the event survey provided by Lisa Smith and made adjustments. Updated version should be used – available in Teams site. 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 2021

The following document provides an overview of the duties of a campus CTL leader. Further information may be requested from the Dean of Liberal Arts and K-12 Partnerships, who has overall responsibility for the teaching and learning/professional development areas.

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 minimum in academic year). The day/times of these activities can vary. CTL leaders should share events as ~~practical~~ through Zoom, Teams, or other avenues. This will increase the reach of the activities and provide a broad selection to faculty.

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.

Center for Teaching and Learning activities should reflect the college-wide goals and assessment feedback requests as noted in the yearly assessment report. 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. Any outside consultants brought in should be reviewed by the Dean of Liberal Arts and K-12 Partnerships before arrangements are made.

New in 2021, the Dean will be coordinating some system-level learning opportunities for faculty, utilizing experts from the System Office and Centers of Excellence within Minnesota State. If a campus leader has something that would fit this opportunity as well, share with the dean.

All Faculty Gatherings:

Whether all faculty events are held in person or via ITV, CTL leadership on each campus will assist in the pragmatic logistics of the day, such as room coordination and lunch.

Budgets

The focus of budgets should be activities that enhance teaching and learning.

Campus CTL budgets are \$750 per campus. Budgets can be used to pay for books, webinars, food, etc. , but these items should enhance teaching or learning. If individuals are not sure if items can be purchased out of the budget, the responsible Dean can clarify. Campus CTL budgets do not carry over from year to year.

Campus CTL Leaders for 2021-22

Canby - Sara Abrahamson and Teresa Noyes

Jackson - Terri Pelzel (fall), Doug Kleeberger (spring) and Lance Baumann

Granite Falls - Judy Tebben (Fall), Alyson Helgeson (Spring), Shannon Fiene

Pipestone/Luverne - Lisa Smith and Elaina Nichols

Worthington - Leah Gossom and Heidi Tarus

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 responsible Dean **by September 30**. These goals should reflect specific training requests from faculty, which are gathered each year and summarized in the college's assessment report.

Additionally, the broader CTL categories on the goal template should be identified.

Leader Stipend

CTL leaders earn a stipend of \$750 or equivalent credit for the year. Unless equivalent credit is requested by the CTL leader, the stipend (\$750) will be used for payment. This payment is made in two payments (one in fall; one in spring).

Minnesota State Meetings

CTL leaders are not required to attend system conferences, but individuals are encouraged to attend and share learnings college-wide.

Reporting

CTL campus leaders provide campus reports twice yearly. These reports are compiled into a college-wide report. **Mid-year reports are due December 1. End of year reports are due May 1.** CTL activities should be directly tied to Assessment Report items; be sure to note these specifically in the report.

Other

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

Any requests from Minnesota State for reporting of information should be directed to the responsible Dean 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. All activities, if possible, should have a Zoom or other remote connection option to encourage wider participation.

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?

What additional sessions/training would be helpful for you?

*leaders can also use Forms (available in Office 365) if they prefer to do an electronic survey.

Campus-level CTL Activities Template

Campus Level CTL activities are focused around three theme areas:

CTL THEME AREAS

A: *General Teaching/Learning Pedagogy*

B: *Educational Technology*

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

*CTL Leaders should review the 2020-21 Assessment Report and review the requests for training within that document.

** Provide draft to responsible dean no later than September 23; final version due to the dean on September 30

Campus Location:

Campus Leaders:

Use the template below to create goals; you may or may not use all of these in a given semester. Three events per semester. Assessment days and college-wide duty days/CTL days are not included in the three events.

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		
3. Provide opportunities to stay current with changing educational technology.	B		
4. Support faculty/staff in their efforts to advance professionally.	C		

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.			
2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles.			
3. Provide opportunities to stay current with changing educational technology.			
4. Support faculty/staff in their efforts to advance professionally.			

2021-2022 Campus-Level Goals/Reports

Campus Location: Canby

Campus Leaders: Teresa Noyes, Sara Abrahamson

Semester: Fall 2021

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>
Using Templates in D2L – Recorded session viewing Party	Canby and Zoom	A	Technology tools and training- D2L and elsewhere	Nov 16 th 2021	5 in Canby – 3 on Zoom?	Lunch for Canby participants \$38.25	John Bayerl (recorded session)
Using Teams	Zoom	C	Technology tools and training- D2L and elsewhere	Oct. 19 th	12 from Canby	Lunch for Canby participants \$95.50	Kayla Westra
D2L tips and tricks round table discussion	Canby	A	Technology tools and training- D2L and elsewhere	Dec 7 th	5	Lunch \$40.50	Participant round table discussion

Campus Location: Canby Campus
Campus Leaders: Sara Abrahamson and Teresa Noyes
Semester: Spring 2022

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>
Validation to improve relations/ recover from invalidation	Zoom	A	Interpersonal training; conflict resolution; human relations skills to handle concerns	Feb 9 th 2022	6 from Canby	Lunch for Canby participants \$50.00	Kathy Gruis
1. Broaden awareness of student differences (diversity) that affect teaching/learning.	Canby	A	-Best practices on Instructor-student interaction and learning; behavioral conflicts; Student engagement - time management	April 20 th 2022	9	Lunch for participants \$69.50	Kathy Gruis
End of year tips and tricks roundtable discussion	Canby	A/B	Technology tools and training- D2L and elsewhere	May 11 th 2022	6	Lunch	Participant round table discussion

Campus Location: Granite Falls

Campus Leaders: Shannon Fiene and Judy Tebben (Fall) and Alyson Helgeson (Spring)

Fall 2021 Activities

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>
Mental Health Services	Cafeteria	A-General Teaching/Learning	Student issues/problems/engagement	10/5/21	12	Box Lunches Almichs \$129.53	Kathy Gruis
South Africa	Room 113	A-General Teaching/Learning	Multicultural training, Diversity & Inclusion, Ally training	10/26/21	11	Box Lunches Almichs \$104	Ray Louwagie
How to write better tests	Room 112	A-General Teaching/Learning	Evaluating tools	11/16/21	8	Lunches from Granite Run \$86.24	Participant roundtable discussion

Spring 2022 Activities

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>

7/15/2022

Tips & Tricks for Troubleshooting Computer Issues	Granite Falls / Zoom	A,B,C	Technology training / Helping students with technology	3/21/22	15	\$100.58	Brad Christensen
Update on Multiple Measures and New Developmental Models	Granite Falls / Zoom	A,D	Course placement and retention / completion	4/11/22	18	\$51.39	Linda Pesch/ Laurel Christenson
Energy Center Update	Granite Falls / Zoom	D	Industry interaction and knowledge and resources provided by the centers of excellence	5/2/22	15	Donated	Rose Patzer/ Bruce Peterson/ Amber Knapper/ Logan Schrader

Campus Location: Jackson

Campus Leaders: Lance Baumann, Terri Pelzel (Fall) & Doug Kleeberger (Spring)

Fall 2021 Activities

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>

7/15/2022

Evaluating Tool	Y101 Jackson	A	General Teaching/ Learning	11/15/ 2021	10/16	Meal p Pizza Ranch Chicken - \$111.41	Terri Pelzel
Video in the classroom – Mediaspace & YouTube	Y101 Jackson	B	Educational Technology	11/23/ 2021	5/18	Subway Meals - \$145.17	Terri Pelzel
Student issues/problems	Zoom – College wide	A	General Teaching/ Learning	12/2/2021	0/25 **Did not email surveys	Pizza Ranch Chicken \$112.66	Maya Bledsoe and Kathy Gruis

Overall, lessons learned: 1. Having just campus CTL meetings can be enlightening. We learned about Campus activities may not have known without this event.

Relevant survey themes: Surprising how many faculty use YouTube to enhance their lectures on the Jackson Campus. It was also surprising to find out the amount of help there is available for students. Found it very interesting.

Other comments: It is becoming increasingly more difficult to come up with new ideas with many campus' having the same needs. Would it be possible to have 1 college wide CTL committee with 1-2 people from every campus on the committee for planning purposes?

Spring 2022 Activities

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>

7/15/2022

Time Management	Jackson	C-Discipline-Specific/ Program-Specific/ Credentialed Field Development		4-26-2022	12	Pizza Ranch \$148.86	Doug Kleeberger
Survey Tools	Zoom	B-Educational Technology		3-23-2022	18	\$146.59	Kayla Westra
Teaching Techniques	Jackson	A-General Teaching/ Learning		2-17-2022	6	\$0.00	Doug Kleeberger and Lance Baumann

Campus Location: Pipestone/Luverne

Campus Leaders: Elaina Nichols & Lisa Smith
Semester: Fall 2021

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>
How To Use Teams	Pipestone & Zoom	Themes B & C Goals 3 & 4	Office 365 Suite	10/19/ 21	48 participants	\$57.67 - Lunch Pipestone	Kayla Westra
History of the Pipestone	Pipestone & Zoom	Theme A Goal 1		11/18/ 21		\$134.24 - Lunch Pipestone	Bud & Rona Johnson (& daughter Camas) - Keepers of The Sacred Tradition of Pipemakers

Indian Boarding School			Diversity & Inclusion		Many participants, unknown number	\$48.06 - Lunch Luverne	
------------------------	--	--	-----------------------	--	-----------------------------------	-------------------------	--

Semester: Spring 2022

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>
Cengage within D2L	Zoom	Theme A & B Goal 3 & 4	Mindtap in D2L, Teaching Techniques	2/18/22	12 participants		Elaina Nichols
Cengage Course Editing	Zoom	Theme A & B Goal 3 & 4	Mindtap in D2L, Teaching Techniques	4/5/22	8 participants	\$73.20 - Lunch Pipestone \$41.67 Lunch Luverne	Elaina Nichols

Group Work on D2L	Zoom	Theme A & B Goal 3 & 4	Group Work on D2L	5/5/22	9 participants	\$76.93 – Lunch Pipestone \$51.00 – Lunch Luverne	Carolyn Weber
-------------------	------	---------------------------	-------------------	--------	----------------	--	---------------

Campus Location: Worthington

Campus Leaders: Leah Gossom and Heidi Tarus

Semester: Fall 2021

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>
Astronomy & Worthington's Telescope with Dr. Paul Seifert	Worthington and Zoom	A	Teaching Techniques	September 21, 2021	Participants: 10 in-person and 14 on Zoom See survey results below (n=9)	\$40 for lunch (pizza)	Dr. Paul Seifert
Eric Parrish: The Pandemic Sabbatical	Worthington and Zoom	C	Teaching Techniques Diversity in students and student learning	November 5, 2021	Participants: 6 in-person and 10 on Zoom See survey results below (n=7)	??	Eric Parrish

Quality Matters (QM) Instructor Panel	Zoom	A	Quality Matters	November 17, 2021	Participants: 10 on Zoom See survey results below	\$0 – no cost	Heidi Tarus Carolyn Weber Judy Tebben Leann Gertsma Gillian Singler
--	------	---	-----------------	-------------------	--	---------------	---

Fall 2021 Survey Results - Worthington

Astronomy & Worthington's Telescope with Dr. Paul Seifert on September 21, 2021

- Overall, how would you rate the quality of this workshop? (1=Poor; 2=Fair; 3=Good; 4=Very Good; 5=Excellent)

[More Details](#)

9

Responses

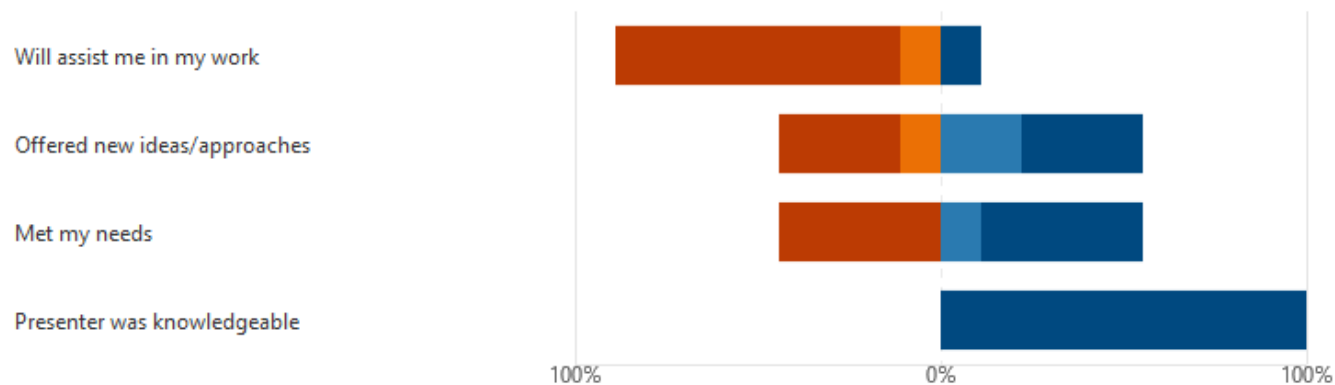
4.67

Average Number

- Please rate the session in the following areas:

[More Details](#)

■ N/A
 ■ Somewhat
 ■ Adequatley
 ■ Very Much



3. What aspect of this workshop was most beneficial for you?

- Very interesting
- Interesting. I didn't know anything about telescopes, but enjoy star watching
- I enjoyed learning about different telescopes and where the telescope on campus came from.
- I really enjoyed going outside and seeing the sky lab and the telescope. It was great to have these sessions in person again. Thanks!
- Seeing the pictures of the sky and hearing the stories.
- Interesting
- understanding what we have available to students
- Learning more about other class options, and equipment we have at other locations. Great for marketing to students. Love that so much of it we could do through zoom. Love that we were able to go out to the site, and see the telescope and viewing area.
THANKS!

4. What might you consider using in your classroom?

- Three N/A
- Not an instructor, so won't use in a classroom.

5. What additional sessions/training would be helpful for you?

- Two N/A
- The use of gamification within our courses (Awards tool in D2L) to measure student learning outcomes and to promote student engagement. Technology to assist students to put assignment information/descriptions into their native language.
- Would love to see the telescope working in action, after learning all about it, and seeing pictures. AMAZING.

The Pandemic Sabbatical with Eric Parrish on November 5, 2021

1. Overall, how would you rate the quality of this workshop? (1=Poor; 2=Fair; 3=Good; 4=Very Good; 5=Excellent)

[More Details](#)

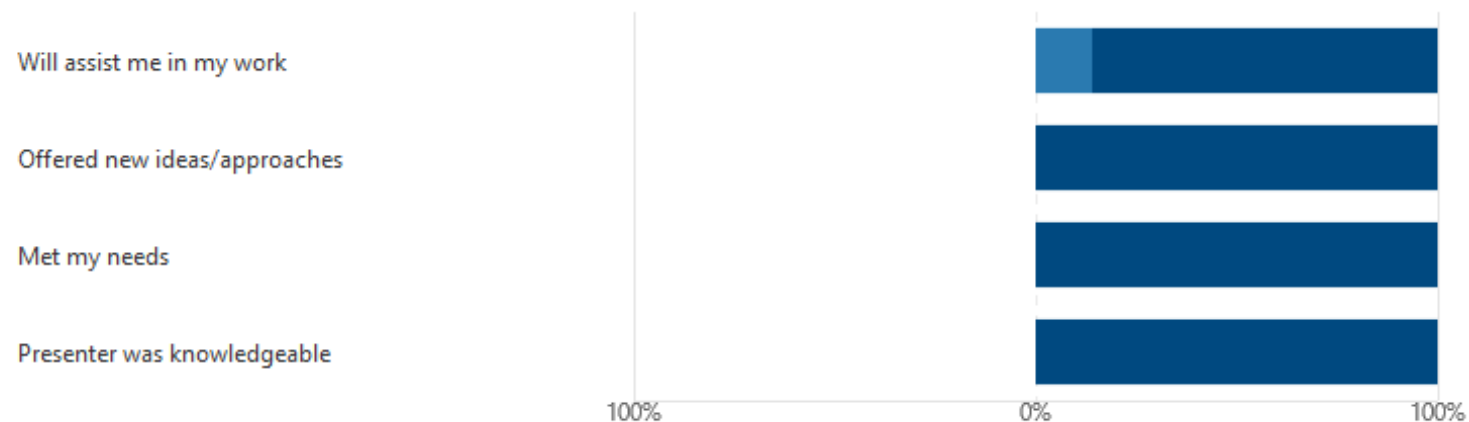
7
Responses

5
Average Number

2. Please rate the session in the following areas:

[More Details](#)

■ N/A ■ Somewhat ■ Adequately ■ Very Much



3. What aspect of this workshop was most beneficial for you?

- Good information to make our classrooms more inclusive
- His reflections on the current Worthington high school demographics
- I thought this was so interesting, and I really enjoyed the presentation. I liked that it really got me thinking about topics that are real and relevant to our students.

- Real life examples and data
- Discovered that Musicals, Theater performances are dictated by the playwright down to the authenticity of what gender, race or the size of the actor.rs.
- Hearing about the needed changes for the performing arts and addressing the need for diversity.

4. What might you consider using in your classroom?

- Will read Eric material and incorporate some of it in my courses
- Inclusive role playing, inclusive simulated activities
- I don't teach, but I am thinking about representation, inclusion, and breaking out of "the norm"
- Thinking about changing dynamics related to status quo
- While I don't have a classroom, I interact with many of our students. I need to be mindful to use the correct pronouns and not to make quick decisions based on the student appearance or way of speaking.
- I will encourage students to be open to the performing arts opportunities/classes here knowing that there is an awareness of utilizing all talents as well as having conversations about the importance of the changes they may be seeing/experiencing.

5. What additional sessions/training would be helpful for you?

- Inclusive in all departments
- Better understanding of our students' most common cultural backgrounds and customs
- I would definitely be interested in hearing more about Eric's work, and lessons learned after the Christmas Carol production is complete!
- More about updates in technology related to d@L

Quality Matters (QM) Instructor Panel on November 17, 2021

1. Overall, how would you rate the quality of this workshop? (1=Poor; 2=Fair; 3=Good; 4=Very Good; 5=Excellent)

[More Details](#)

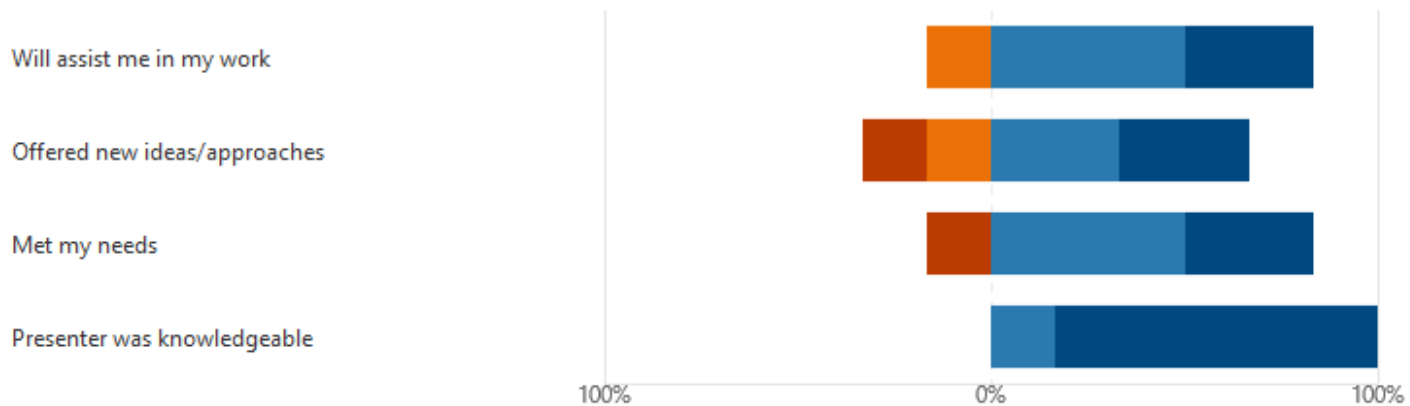
5
Responses

4.8
Average Number

2. Please rate the session in the following areas:

[More Details](#)

■ N/A ■ Somewhat ■ Adequately ■ Very Much



3. What aspect of this workshop was most beneficial for you?

- hearing experiences with QM
- Hearing about the QM process and the firsthand experiences from faculty that went through the process
- understanding what the instructors need to do to make their courses better for their students
- Hearing how other colleagues completed the QM process was interesting.

4. What might you consider using in your classroom?

- doing self assessment
- I plan to review the QM rubric to better understand some of the best practices for online learning
- Non applicable. Although I believe students who have instructors who do this process will make their classes better for the students
- I will continue to revise the course within the guidelines of the QM rubric.

5. What additional sessions/training would be helpful for you?

- Working one on one with students...how to make it easier.
- Uncertain at this time.

Semester: Spring 2022

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>
CTL: Supporting Students During the Immigration Process with Erin Schutte Wadzinski	Worthington and Zoom	A	Equity – Worthington, Diversity in students	February 23, 2022	Participants: 12 in-person and 18 on Zoom See survey results below (n=5)	\$70 for lunch (Hy-Vee Sandwiches)	Attorney Erin Schutte Wadzinski
CTL: Minnesota West's \$100,000 Z-Degree Grant	Zoom	A	Open Educational Resources (OERs)	March 16, 2022	Participants: 26 See survey results below (n=6)	(Hy-Vee Sandwiches)	Kip Thorson and Daniel Bernstrom
CTL: OER Learning Circles	Zoom	A	Open Educational Resources (OERs)	March 30, 2022	Participants: 17 See survey results below (n=2)	\$50.13 (Pizza Ranch Pizza)	Ron Schwint Carolyn Weber

CTL: OER Toolkit & Resources	Zoom	A	Open Educational Resources (OERs)	April 20, 2022	Participants: 12 See survey results below (n=4)	\$0	Kip Thorson
------------------------------	------	---	-----------------------------------	----------------	--	-----	-------------

Survey Results – Spring 2022 Worthington

Supporting Students During the Immigration Process with Erin Schutte Wadzinski on February 23, 2022

1. Overall, how would you rate the quality of this workshop? (1=Poor; 2=Fair; 3=Good; 4=Very Good; 5=Excellent)

[More Details](#)

5

Responses

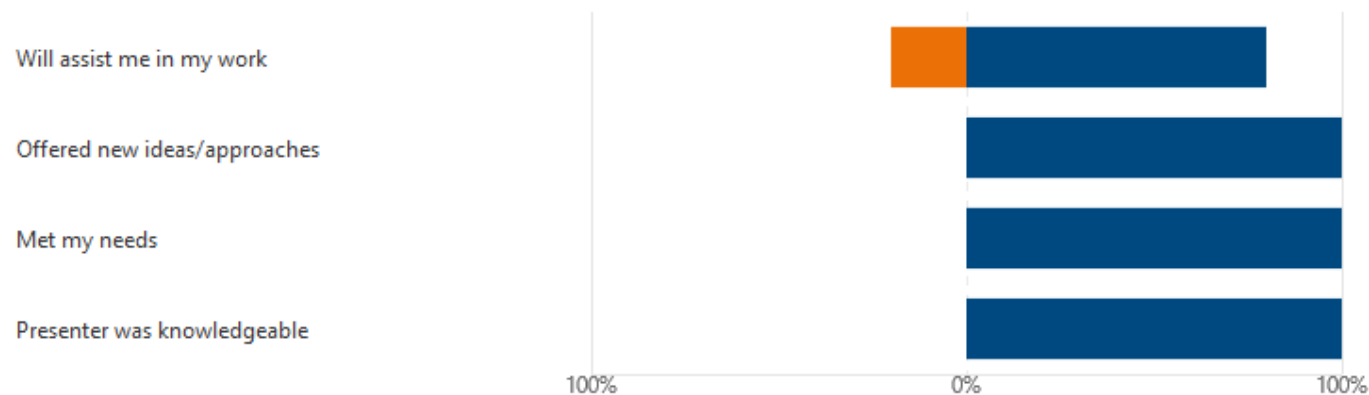
5

Average Number

2. Please rate the session in the following areas:

[More Details](#)

■ N/A ■ Somewhat ■ Adequately ■ Very Much



3. What aspect of this workshop was most beneficial for you?

- Great knowledge
- Good information
- Understanding of process, structure for immigrant students.
- Understand the various immigration statutes and what they mean in terms of financial aid and ability to work.

4. What might you consider using in your classroom?

- Everything
- Patience
- Keeping immigration status of my student and their family members in mind in the classroom.

5. What additional sessions/training would be helpful for you?

- Would like to know more about how to guide students to naturalization / citizenship
- How to take immigration status of my students in mind when planning lessons

Minnesota West's \$100,000 Z-Degree Grant on March 16, 2022

1. Overall, how would you rate the quality of this workshop? (1=Poor; 2=Fair; 3=Good; 4=Very Good; 5=Excellent)

[More Details](#)

6

Responses

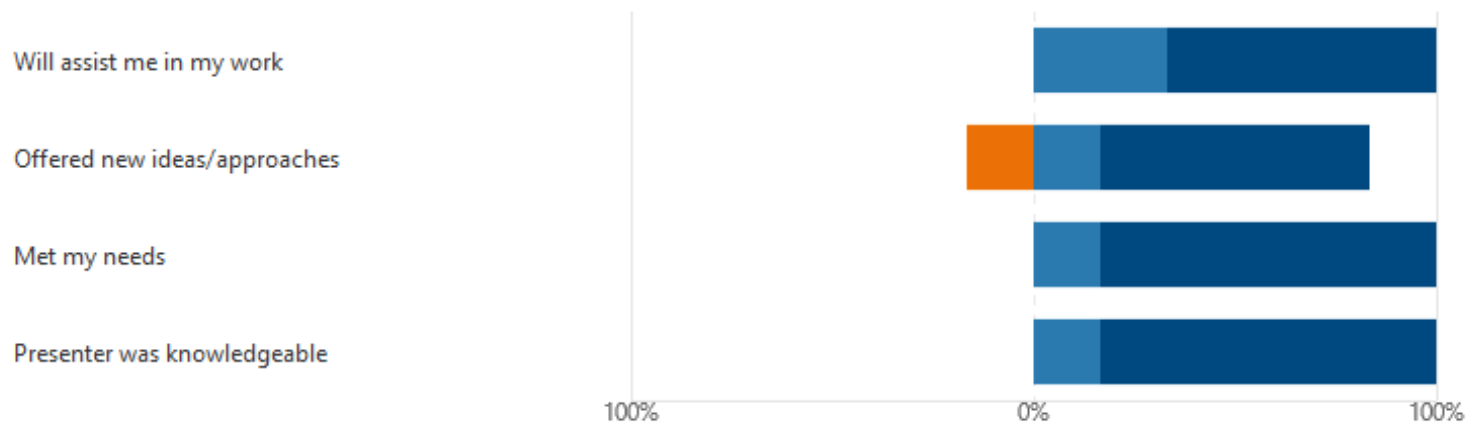
4.83

Average Number

2. Please rate the session in the following areas:

[More Details](#)

■ N/A
 ■ Somewhat
 ■ Adequately
 ■ Very Much



3. What aspect of this workshop was most beneficial for you?

- Great overview
- I enjoyed seeing which programs/classes are already using OERs.
- Completely new concept to me so the overview, explanations, and upcoming sessions to further my education were helpful
- History of the grant, data that drives the OER movement.
- The information about MNW's involvement in a Z-degree and OER.

4. What might you consider using in your classroom?

- OER/no-cost textbooks
- I'm not sure yet. It would be great to use OER textbooks as much as possible, but I'm not sure what's out there for technical fields.
- Continue to modify OER materials
- Assessing the possibility/options for using OERs.

5. What additional sessions/training would be helpful for you?

- You have things in the works - thank you!
- Learning how to find available OER resources, and then once found, what's the route to get them into my classroom
- Introduction to Creative Commons?
- The CTL on OER Toolkits coming up will be helpful.

OER Learning Circles on March 30, 2022

1. Overall, how would you rate the quality of this workshop? (1=Poor; 2=Fair; 3=Good; 4=Very Good; 5=Excellent)

[More Details](#)

2

Responses

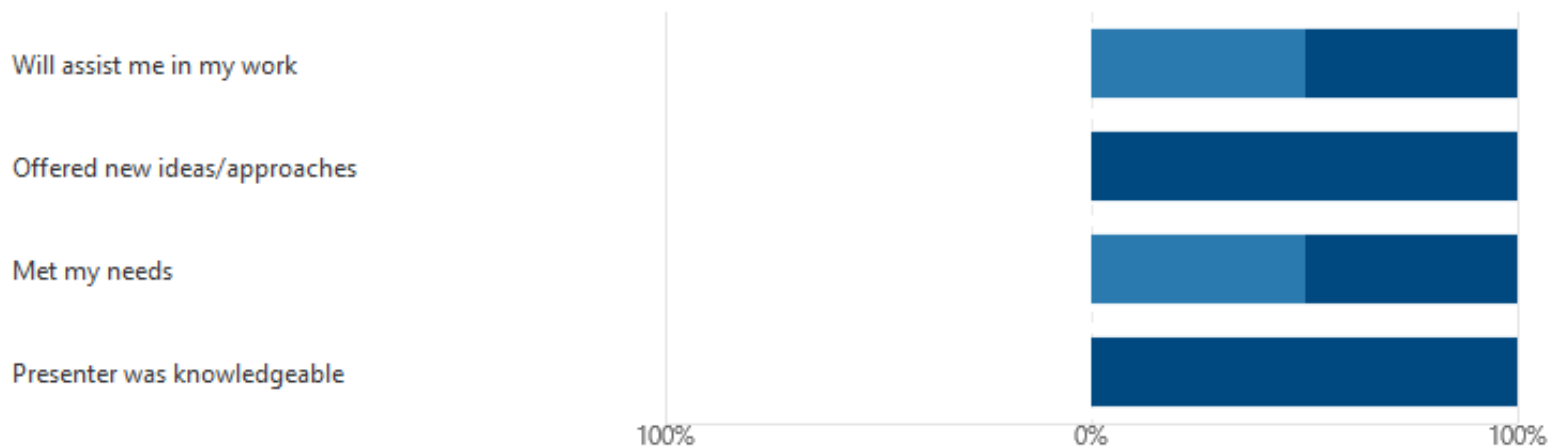
4

Average Number

2. Please rate the session in the following areas:

[More Details](#)

■ N/A
 ■ Somewhat
 ■ Adequately
 ■ Very Much



3. What aspect of this workshop was most beneficial for you?

- the importance of continuing OER work
- Testimonials of individuals in the OER Learning Circles and overview of the OER Learning Circles

4. What might you consider using in your classroom?

- continue to use OER materials

5. What additional sessions/training would be helpful for you?

- More ways how to incorporate technology like Twitter, Snap chat, and other social media sites into my teaching to engage students
- OER Toolkit

College-wide CTL Day, May 6, 2022

Schedule

8:30 - 9:00 Breakfast and Registration

9:00 - 9:50 President's remarks/Cabinet Convening /

Zoom Meeting | <https://minnstate.zoom.us/j/92296970703> | Passcode: 572791

9:50 - 10:00 Break

10:00 - 10:50	Where have we been and where are we going? Equity 2030 and Equity by Design - Roadmap for implementing at Minnesota West Abdullahi Farah Abdigaani Historical perspective (Kayla Westra) Equity 2030 and Equity by Design: Next Steps (Abdullahi Farah Abdigaani) Room 103 - Pipestone Zoom Meeting https://minnstate.zoom.us/j/92296970703 Passcode: 572791		
Break	Room 103	Room 108	Computer Lab 203
11:00 - 11:50	Understanding Immigration and impact on students: Erin Schutte Wadzinski	Validation and recovering from invalidation: Kathy Gruis	Open Educational Resources - what are they, what are we doing, and what's a Z degree? Where's that 100K going? Kip Thorson and Dan Benstrom, Leads OER Circles - Ron S, Carolyn W., Heidi Tarus, others OpenDora and Toolkit
11:50 - 12:30	Lunch break/data gathering		
12:30 - 1:00	Recognition of years of service and honoring retirees - Dr. Gaalswyk Zoom Meeting https://minnstate.zoom.us/j/92296970703 Passcode: 572791		

1:00 – 1:50	Communication and Cultural Competencies - understanding students and people in our communities – Kathy Gruis, Kent Dahlman, Abdullahi Farah Abdigaani	Enrollment & Marketing – Strategic Enrollment Management Project updates, current marketing tools, summer melt tactics, and structure. - Becky Weber, Linda Pesch	Ideas for Summer Professional Development: Course redesign, book groups, OER work, and state offerings – Kayla Westra
2:00 – 2:50	They All Saw Retention It's been said that student retention is everyone's responsibility; but depending on our bargaining unit and job, we see retention very differently. How do we harmonize these different perspectives? - Dan Bernstrom	INTENTIONALLY BLANK	Campus Academic Technology Team (CATT) – updates, opportunities, projects (Justin Heckenlaible, Carolyn Weber, CATT team members) Discussion on D2L tips/tricks, questions regarding moving online, discussion of what trainings would be helpful over the summer, tour the Teaching with D2L course, tour the ASA schedule / trainings, etc. emailed
3:00 – 3:45	Wrap Up Room 103 Survey	Celebrating successes	Assessment

Survey Results – Spring 2022 CTL Day

Faculty met on the Pipestone campus for the spring CTL day. The survey feedback from that day is included below.

1. The President's remarks and cabinet update were informative.

[More Details](#)



2. Do you have a better understanding of the equity work being undertaken by the college after the presentation by Abdullahi and Kayla?

[More Details](#)

[Insights](#)



3. We often talk about the "one thing" that makes an event worthwhile. What was your one thing from Friday? Was there something you learned that will positively impact your work? Note that you can provide more than one if you like.

- The oer learning options
- Learning more about the college's equity work (& Equity 2030, etc.) was very helpful. My program accreditation is coming up soon and equity policies/work is necessary to meet program accreditation requirements.
- Understanding Immigration was interesting and informative. I am hopeful that Erin was correct with her opinion for big opportunities to recruit new students
- I like hearing about the new marketing structure.
- restructure of Marketing. Equity update
- Different perspectives of students to help them settle in to gain more out of their teachings.
- Keep an open mind and continue to learn how to effectively communicate across cultures.

- Immigration information from the attorney. I have a current student that just received his citizenship and it help me understand the process better.
- Immigration law
- When a faculty member said this is one of his biggest challenges (diversity and inclusion) was one of the biggest topic areas for the day. It was great to see that by attending CTL you get answers to relevant issues.
- OER
- As a newer faculty not based on the Worthington Campus, it was nice to meet other faculty members face to face.
- Interacting in real-time. Seeing who the long-time employees are and understanding who the newer employees are.
- OER - varying levels of ability to participate Marketing Organizational Structure DEI info
- Marketing information
- Liked the Pres updates. always good to know what is going on at our other locations.
- I learned not only more about marketing's recruitment and retention approaches but also used this time to collaborate with colleagues about what we can do, helping me to come up with several possible retention ideas to apply to my program.
- OER
- Feeling of community. Would have been nice to have more faculty present though.
- Continued work needs to be done on "Retention" from all facets possible.
- To get to meet everyone again but apparently you don't care who shows up I thought it was mandatory. @ of the deans weren't even there, 1/2 of the rest what a waste! Some left early didn't care.

- Knowing what immigrant students go through to get here, while they are here, and to get citizenship.
 - I enjoy seeing everyone
 - Jeff's talk about not looking to the future. How can I keep education relevant and not miss the wave.
 - I enjoyed the fellowship with co-workers. The set-up at lunch was a good way to do that, something that involves more team building or 'get to know you' activities would be nice.
 - I learned more about the OER grant
 - Erin Schutte Wadzinski's immigration talk was very informative. Dan Bernstrom's session on retention was excellent. Both of these sessions helped me think about our mission and my own work from different perspectives, and they both motivated me to make more connections with my colleagues to work together for our students.
4. The speakers and sessions on May 6 and sessions throughout the year were those that were requested by faculty through earlier surveys and assessment requests. Do you feel there have been enough opportunities for learning through CTL events and system-level opportunities this year?

[More Details](#)[Insights](#)

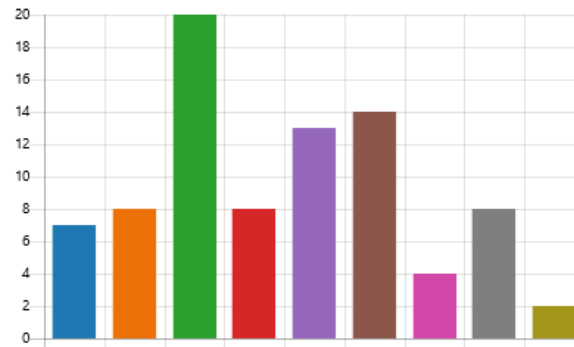
- Yes, there were adequate opp... 26
- There could have been more ... 4
- There were not enough oppor... 1



5. As we begin planning for next year, where would you like to see additional professional development? You can choose more than one.

[More Details](#)

● Assessment	7
● Curriculum Development/Red...	8
● Teaching Strategies	20
● Online Teaching Pedagogy	8
● Teaching Tools	13
● Educational Technology	14
● Teaching Scope and Sequence	4
● Classroom Management	8
● Other	2

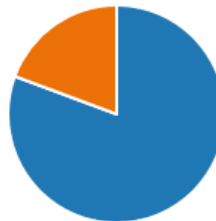


6. What are your thoughts on being together in one location?

[More Details](#)

[Insights](#)

● I appreciated the opportunity ...	25
● No strong opinion.	6



7. Any other comments?

- Industry is changing, forcing everyone to be on a campus, but not expecting students, is a double standard and will lose valuable experts in the technical program fields. Covid has taught us, remote works and overhead costs are less for the employer. Hold CTL events that demonstrates how to having Zoom lectures with option to be on a campus live or watch lecture later by students. Best Practices from our faculty.

- Thank you for finally organizing a meal for people with dietary restrictions. Maybe an idea for a breakout session would be for newer faculty and a panel discussion with admin/older faculty to discuss issues/concerns that have occurred in their first few years of teaching. Or discuss items that might have been covered during orientation but they either missed or need clarified.
- It was a good day! Thank you for planning it.
- Sessions were a little long. Most were done early so maybe shorten to 40 minutes for talks. I don't like the timing. I would have rather been finishing up my semester grades and helping students. Can we do this during the semester?
- Like that there is a zoom option to hear what is going on.
- Thank you everyone
- Worst CTL day that have ever attended.
- The food was excellent!
- Please, please, please continue to encourage face to face interaction. I also wish that college would close completely and staff be invited to join things like this. Zoom is important for many things but even tech savvy Steve Jobs limited the number of bathrooms in a building to force employee interaction. Bring us all together without as much Technology at least once a year.
- I strongly support meeting in-person in a single location. This allowed for me to reconnect with colleagues and it allowed for a level of spontaneous interaction in sessions that wouldn't be possible in Zoom meetings.
- I do not see the need to be on one campus. Let's use the technology that we have invested much money in. If we want to create a family feeling, make it a team-building experience rather than sitting and listening to someone talk. We need to create fun in the workplace.
- I would like to see the divisions meet in person at least once a year.

Summer 2022 Professional Development Opportunities

These professional development opportunities for Summer 2022 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.

Local Opportunities

Course Design/Redesign

Monday June 13, 10-11:30 (with Kayla and Craig) invite sent

Tuesday, June 21, 1:30 – 3:00 (with Kayla and Craig) invite sent

Book groups

June and July proposed – these will be moved to Fall semester.

Dare to Lead – Brene Brown

Start with Why – Simon Sinek

How to Be an Antiracist - Ibram X. Kendi

OER work – summer circle

D21/Zoom/Academic Technology training (recommended for new faculty) – dates

Wednesday, May 18, 1:30 – 3:00 set up

Thursday, June 9, 9-10:30 set up

Monday, June 20, 10-11:30 set up

Thursday, June 30 9-10:30 set up

Monday, July 11, 10:30 – 12 set up

Thursday, July 28, 9-10:30 set up

*other times by appt if you can't make these sessions

**new faculty should meet with Kayla at least once in the summer/review the baseline course design information

Zoom Room Sessions

Sessions offered through campus IT personnel – familiarize faculty with new set up

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://mnsu.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
- Skills to Facilitate Your Course
- Aligning Instructional Strategies with Kaltura MediaSpace
- Improving Student-to-Content Interaction
- Improving Online Assessments
- Improving Your Online Course