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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 leader position description is also included at the end of this report.

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> . Across the five campuses/one center, 30 CTL events were held during the 2018-2019 year.

Campus Location: Canby

Campus Leaders: Sarah Abrahamson and Teresa Noyes

Initial Goals:

CANBY GOALS	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
1. Enhance use of Office 365 and ITV	B	Microsoft office apps	Brad will provide training
2. Increase confidence in Marketplace	D		Janet will provide training

3. Support faculty use of Brightspace	B	D2L/Brightspace training	Teresa and Sara will provide training
4. Increase faculty knowledge regarding Adobe Connect	B	Using interactive technology in the classroom	Presentation TBD
5. Encourage faculty use of provided resources	A	Student engagement	Teresa and Sara will present on 20 Minute Mentor
6. Increase faculty comfort in using common computer applications	B	Microsoft office apps	TBD

Final Report: Canby Activities

CANBY GOALS	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal	Date held
1. Enhance use of Office 365 and ITV	B	Microsoft office apps	Brad will provide training	10/17/18
2. Increase confidence in Marketplace- Topic Changed to Classroom climate/behaviors	A/D		Sara will provide training	4/17/19
3. Support faculty use of Brightspace	B	D2L/Brightspace training	Teresa and Sara will provide training	11/14/18

4. Increase faculty knowledge regarding Adobe Connect- D2L Updated	B	Using interactive technology in the classroom	Teresa and Sara to provide training	2-15-19
5. Encourage faculty use of provided resources	A	Student engagement	Teresa and Sara will present on 20 Minute Mentor	12/5/18
6. Increase faculty comfort in using common computer applications	B	Microsoft office apps, specifically Excel	Paul Lanoue	5/1/19

Canby Summary:

In your summary, address how these campus-level teaching and learning sessions were effective in meeting the faculty requests for training and development, which were noted in the 2017-2018 Assessment Report.

Canby CTL provided learning and sharing through scheduled meetings on campus. Through review of 2017-2018 requests we determined the professional and pedagogical needs and desires of our faculty. Four of our six events were focused on using technology. Review and sharing of current uses, as well as, introduction and elaboration of new methods lead to in-depth learning. Student engagement and classroom climate were the other two topics that were presented. We utilized 20 Minute Mentor, as well as our own experience to provide learning and discussion about how we manage our classrooms.

Teresa Noyes and Sarah Abrahamson plan to continue as CTL leaders for the 2019-2020 year.

Campus Location: Granite Falls

Campus Leaders: Rose Patzer & Shannon Fiene

Initial Goals:

GRANITE FALLS GOALS	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
<p>1. Provide technology training for faculty & staff that can benefit the classroom and student services.</p>	<p>A, B, D</p>	<p>General D2L & Adobe Connect Training. Using inactive technology in the classroom</p>	<p>- 5 Ways to Use Adobe Connect - Video Captioning Training</p>
<p>2. Improve knowledge and relationships with local industry and area.</p>	<p>(Administrative goal)</p>		<p>-Upper Sioux Water Treatment Facility - Pioneer Public TV Studio Tour</p>
<p>3. Provide CPR Certification training in 2019. (We're due for re-certification)</p>	<p>E</p>		<p>-Schedule CPR Training Spring 2019</p>
<p>4. Share information regarding student learning and learning styles.</p>	<p>A, B, D</p>	<p>Student Engagement both in-person and online.</p>	<p>- Patricia Linehan presentation</p>

Final Report: Granite Falls Activities

WHAT	WHERE	WHEN		HOW	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>CTL Theme Area</i>	<i>Completion Date</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible</i>
5 Things to Do with Adobe Connect	Granite Falls, Room 113	A, B	10/9/18	Subway: \$72.98 Almich's: \$7.98	Shannon, Rose
Student Engagement Presentation	Granite Falls, Room 117	A, D	11/19/18	Subway: \$77.97 Almich's \$7.98	Patricia Linehan
Mushrooms & More	Granite Falls, Room 117	E	12/3/18	HyVee: \$46.92 Almich's: \$4.29	Nicole Zemple
Assessment Meeting	Granite Falls, Room 123	D	12/21/18	Almich's: \$28.39	Shannon, Rose
IT Update and Vehicle Check-out Procedures	Granite Falls, Room 117	B, D	2/14/19	HyVee: \$55.45	Brad Christianson, Rich Laumb
Marketing Round Table Discussion	Granite Falls, Room 117	B, D	2/15/19	Almich's: \$20.23	Nicole Zemple, all faculty
Arbor Day Celebration - Tree dedication	Granite Falls, Room 205	D, E, Administrative goal (community outreach)	5/2/19	HyVee: \$80.48	Shannon, Rose
Assessment Meeting	Granite Falls, Room 123	D	5/17/19	HyVee: \$19.41 Bookstore: \$65.24	Shannon, Rose
Total Food/Supplies (not including some bookstore copying/supply costs):				\$487.32	

Granite Falls Summary:

In your summary, address how these campus-level teaching and learning sessions were effective in meeting the faculty requests for training and development, which were noted in the 2017-2018 Assessment Report.

The CTL events identified as *Five Things To Do with Adobe Connect* and *IT Update* are directly related to the software/Computer/Technology training needs identified in the 2017-2018 Assessment Report. These sessions provided faculty and staff with up-to-date information regarding Minnesota State's web-conferencing change to Adobe Connect® and provided valuable information regarding the current Microsoft® Apps. Attendees learned how to schedule meetings, provide on-line office hours, produce a video, and learned how to share large documents/files within our system.

Under the General section of the assessment report, two presentations linked needs listed below that topic. The *Student Engagement* presentation relates to the "Student engagement both in-person and on-line" training needs, and the *Marketing Round Table Discussion* relates to the "Continued training in social media marketing and use of tools online." The student engagement presenter truly opened our eyes when we first assessed what type of learner we are as individuals. Through this identification process, faculty and staff focused on their learning styles thereby reflecting on instructional delivery and styles appropriate for people who process and learn things differently than ourselves.

To round-out the year, two events were hosted that were community focused: *Mushrooms and More* and *Arbor Day Celebration – Tree Dedication*. Our local mycologist provided an active learning presentation that included photos and sample tasting of a variety of mushrooms that grow in the area. The final event of the year included identification of trees that have been planted on campus in honor of past or present employees or their families. Identification plaques were laid next to each tree so that the legacy is not forgotten.

Rose Patzer will be stepping down from her CTL leadership role; thank you, Rose, for you years of service. Judy Tebben and Shannon Fiene plan to lead the 2019-2020 CTL efforts at the Granite Falls campus.

Campus Location: Jackson

Campus Leaders: Jason Bohl and Brian Binnebose

Initial Goals:

JACKSON GOALS	Related CTL Theme	Related Assessment Report Requests	Tentative Event(s) to Meet Goal
1. Jay Vargas on history American Indians	A	Different cultures	9/5/18
2. Smart Board the how to use.	B	Training on the latest technology on smart boards	11/28/18
3. Student lifes ups and downs to success	E	Student engagement classroom and online	12/12/18
4. D2L how to use and why to use more	B	Grading, quizzes and assignments	1/23/19
5. Broadening use of Microsoft	B	Microsoft applications	2/13/19
6. Windows 10 what is all available in it	B	Windows 10	3/27/19

Final Report Activities: Jackson campus activities

JACKSON GOALS	Related CTL Theme	Related Assessment Report Requests	Completed date and expenses	Whom did training	Tentative Event(s) to Meet Goal
1. Jay Vargas on history American Indians	A	Different cultures	9/5/18 \$0.00	Jay Vargas	9/5/18
2. Smart Board the how to use.	B	Training on the latest technology on smart boards	11/28/18 \$120	Danyelle Espenson	11/28/18

3. Student lifes ups and downs to success	E	Student engagement classroom and online	12/12/18 \$110.85	Lakyn Sathoff	12/12/18
4. D2L how to use and why to use more	B	Grading, quizzes and assignments	4/3/19 \$0.00	Terri Pelzel	4/3/19
5. Broadening use of Microsoft	B	Microsoft applications	5/8/19 \$82.39	Terri Pelzel	5/8/19
6. Windows 10 what is all available in it	B	Windows 10	4/17/19 \$79.44	Terri Pelzel	4/17/19
Assessment Duty Day			\$36.01		5/17/19

Jackson Summary:

In your summary, address how these campus-level teaching and learning sessions were effective in meeting the faculty requests for training and development, which were noted in the 2017-2018 Assessment Report.

This training was initiated by faculty that they wanted either some updated training to keep up with changes and or new technology available to them to use for their academic courses.

Brian Binnebose will be moving to the Granite Falls campus; thank you, Brian, to your service to the CTL group in Jackson. Jason Bohl will continue as CTL leader for Jackson; a co-leader will need to be found for the Jackson campus.

Campus Location: Pipestone/Luverne

Campus Leaders: Sally Sieve & Lisa Smith

Initial Goals:

PIPESTONE 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	Diversity	Field trip to see RACE exhibit in Worthington
2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles.	A	Additional Training in Lag Activities for Anatomy	Virtual Anatomy & Physiology software training – Lisa Smith; Mentor Commons videos
3. Provide opportunities to stay current with changing educational technology.	B	Microsoft Office Apps	Office 365 presentation – Heidi Heckenlaible
4. Support faculty/staff in their efforts to advance professionally.	C	Student engagement both in person and online	Mentor Commons videos
5. Reinforce college-wide policy information as needed.	D	Continue to attend OEM training on emerging technologies	Safety
6. Provide opportunities for self-care & self-renewal.	E	Training on addressing sexual harassment in the classroom	PETSA

Final Report: Pipestone/Luverne

WHAT	WHERE	GOAL/THEME	WHEN		HOW	WHO
<i>Activity/Event</i>	<i>Location</i>		<i>Scheduled Date</i>	<i>Completion Date</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible</i>
Office 365 – Heidi Heckenlaible	Luverne	3/B	10/29/18	10/29/18	Lunch - \$49.47	Sally Sieve
Safety Trainings – ELM	Luverne	5/D	11/15/18	11/15/18	Lunch - \$69.90	Sally Sieve
Living to Work or Working to Live: Finding Life Balance – Life Matters EAP Wellness Trainig	Pipestone	6/E	11/29/18	11/29/18	Lunch – \$74.78	Lisa Smith
ITV Assessment Meeting – CTL provided breakfast	Luverne Center	5/D	12/21/18	12/21/18	Breakfast - \$43.89	Sally Sieve
ITV Assessment Meeting – CTL provided rolls & juice	Pipestone	5/D	12/21/18	12/21/18	Rolls & Juice - \$17.29	Lisa Smith
RACE Exhibit Field Trip	Worthington Campus	1/A	3/22/19	3/22/19	Travel/State Car - \$28.81	Sally Sieve
Mental Health – Reducing the Stigma, Identifying Signs & Helping Students Access Resources	Pipestone Campus	1/A & 4/C	4/25/19	4/25/19	Lunch - \$76.93	Lisa Smith
Z-Space/Virtual Anatomy & Physiology Software, other online teaching tools for healthcare	Luverne Center		5/1/19	5/1/19	Lunch - \$51.46	Lisa Smith & Sally Sieve

		2/A & 3/B				
ITV Assessment Meeting – CTL provided breakfast	Luverne Center	5/D	5/17/19	5/17/19	Breakfast - \$42.90	Sally Sieve
ITV Assessment Meeting – CTL provided breakfast	Pipestone Campus	5/D	5/17/19	5/17/19	Breakfast - \$25.00	Lisa Smith

August 2018 – May 2019 Activities:

Luverne/Pipestone Campus Summary:

In your summary, address how these campus-level teaching and learning sessions were effective in meeting the faculty requests for training and development, which were noted in the 2017-2018 Assessment Report.

This year, we incorporated several of the ideas brought forth by faculty flagged as training needs including: Additional Training in Lab Activities for Anatomy, Microsoft Office Apps, Student engagement both in person and online, OEM training on emerging technologies, and training on student mental health. Visiting the RACE exhibit on the Worthington campus gave a great appreciation to faculty in attendance about the history of race/cultural issues as well as the needs facing our region today. Lisa presented on Virtual Anatomy software that will enhance classroom learning for all Luverne Center students in the Allied Health programs and will be a great asset for students. Heidi presented on the many options of Office 365 that faculty can utilize as tools in their classrooms. Faculty were able to view Mentor Commons videos on how to better engage students in the classroom and online. Finally, faculty/staff were able to review/acknowledge college safety policies. We also gained awareness of the stigma of mental health issues so that we can better recognize and help direct students to the resources that they need.

Sally Sieve has stepped down from CTL leadership; thank you, Sally, for your years of service. Lisa Smith and Elaina Nichols will serve as CTL leaders for the 2019-2020 year.

Campus Location: Worthington

Campus Leaders: Leah Gossom and Sandi Mead

Initial Goals:

WORTHINGTON 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	To have someone from another culture/collaborative speak to our group as we have had many times in the past usually through the Culture corner, or as a college-wide speaker	Have Le Lucht let us know when someone from the culture corner is presenting and have the meeting from there as we have had before
2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles.	A	To invite faculty members who have taken a course(es) in areas of student learning styles and/or staff who have had workshops in the area of cultural diversity – to share a learning style/method	An event to host someone who could/would be willing to share their expertise in diverse student population engagement in learning or methods

<p>3. Provide opportunities to stay current with changing educational technology.</p>	<p>B</p>	<p>There are new methods of online and enhancements to online presence to in-the-classroom teaching methods – ask members of the online teaching community/department to present their hands-on success</p>	<p>Have an event for the teaching staff or from the IT department/ Computer teachers give a demonstration of the newest teaching modules/methods that they use with teaching</p>
<p>4. Support faculty/staff in their efforts to advance professionally.</p>	<p>C</p>	<p>Talk session with HR/Administration about advancement in faculty members professional careers</p>	<p>Plan an event to hear about how to advance yourself in technology or Discipline</p>
<p>5. Reinforce college-wide policy information as needed.</p>	<p>D</p>	<p>A meeting with someone knowledgeable in minorities/immigrant population and how we should get them motivated to attend our college</p>	<p>Plan a session with members from the Administration or A Cultural group in the community to talk about students and policy</p>
<p>6. Provide opportunities for self-care & self-renewal.</p>	<p>E</p>	<p>Plan a session with an art lesson to gain knowledge about creativity for stress relief</p>	<p>Meet in the art room for a lesson on stress relief by Leah Gossom</p>

Final Report: Worthington Campus

Final Report: Worthington Campus (Worthington will have four activities in the spring; only two completed in the fall)

Goals	Related CTL Theme	Related Assessment Event	Event(s) to Meet Goal
1.Support Faculty/staff in their efforts to advance professionally	C	Jay Vargas spoke on the Events that led to the Dakota War of 1862-as part of his sabbatical requirements – Enhance Knowledge	Classroom event to hear about the reason for the Outbreak of the War of 1862. 9/15/18
2. Teaching/learning Pedagogy through discovery	A	Halloween event in which Faculty/staff/Students interacted – teaching/learning	Halloween literature-stories, readings, and interpretative dance. 11/2/18
3. Update Faculty knowledge of teaching methods and learning styles-academic integrity	A/B	Video showing discussion on Academic Honesty with the 20-Minute Mentor Series	Viewing and discussion with the faculty on the Minnesota West Policies and Practices on cheating. 12/13/18
4. Mentor-Encourager-Giver: Learning from Dr. Gwendolyn Middlebrooks, Maid for Dr. Martin Luther King	A	Dr. Gwendolyn Middlebrooks bringing insight into the events surrounding Dr. Martin Luther King, Jr. – Historical Perspective	Culture Corner Discussion and lunch with Dr. Middlebrooks, and theater event with her speaking to his legacy. 1/22/19
5. Black History Month – Insight from a former student	A	Cheniqua Johnson, U of M graduate speaking on what to do about negative forces in teaching – minorities discussion	Cheniqua, former candidate for a MN House position, spoke on teaching, public service and community. 2/27/19
6. Support faculty and staff in an opportunity for self-care/renewal	E	John Gossom demonstrated some Yoga techniques for self-renewal	Provide an opportunity for stress relief. 4/11/19

2018-2019 Assessment Report:

In your summary, address how these campus-level teaching and learning sessions were effective in meeting the faculty requests for training and development, which were noted in the 2017-2018 Assessment Report.

Faculty had an informative learning experience – one of our faculty’s sabbatical report and learned new reasons for the Outbreak of the War of 1862 – new perspectives. A faculty related the need to discuss the facts about and prevalence of cheating among our students. This was addressed with a CTL event using the 20-minute mentor series online. Faculty discussion ensued on how to curb cheating both in the classroom and online. There was faculty-student interaction during the Halloween event hosted by Leah and Sandi and open to all faculty and students. There were a variety of student and faculty readings, stories, songs, and interpretive dance in the theater. There was an historical perspective to another CTL event that we hosted and included a former student who later was a candidate for a state seat in congress, who experienced discrimination in many ways and how she learned to rise above the trials of race discrimination that many of our students suffer with in our communities. Another event that was about learning from, and becoming a teacher, also through trials of discrimination, was the story of Gwendolyn Middlebrooks, a former babysitter of Dr. Martin Luther King. She gave us insight into his life and teachings. On the subject of self-renewal, we had our staff-certified yoga instructor give us some insight into dealing with stress through the use of yoga techniques.

Sandi Mead and Leah Gossom served as CTL leaders for Worthington campus in 2018-2019.

College-wide CTL Events

In addition to the 30 campus-specific CTL events, 2 college-wide CTL events are planned each year, including one in the week before classes start in the fall semester, and one in the spring semester.

August 2018 Fall Duty Week/CTL Events

The fall duty week includes many activities surrounding teaching and learning. The schedule for the August duty days, including CTL activities is shown below.

August 20-24 Fall 2018 Duty Days Overview of the Week

Monday, August 20	Tuesday, August 21	Wednesday, August 22	Thursday, August 23	Friday, August 24
<p>On campus day 8:00 - 4:00 8:00 - 4:00 Class preparations</p> <p>10:00 - 11:00 Division chair/deans meeting (Jeff Williamson, organizer)</p> <p>11:00 - 12:00 Teacher Pathway Meeting (Kayla Westra, organizer)</p>	<p>All college day 8:00 - 4:00</p> <p>Location: ITV - All campuses (Luverne personnel go to Pipestone)</p> <p>See page 3 for details.</p> <p>* coffee and rolls provided - info to come from campus Resource Specialists</p>	<p>10:00 - 2:-- at SMSU</p> <p>Required: All Faculty</p> <p>Educational Technology Day at SMSU with SMSU, Ridgewater, and Minnesota West</p> <p>See pages 4-5 for details.</p>	<p>On campus day 8:00 - 4:00</p> <p>Class preparations</p> <p>8:30 a.m. IT/ITV training - all campuses (Campus Techs, organizers)</p> <p>10:00 - 2:00 REACH faculty (high school instructors and college faculty mentors) - WGTM</p>	<p>On campus day 8:00 - 4:00</p> <p>8:00 - 11:00 Division Meetings - Paula Jacobsen, scheduler</p> <p>11:-00 - 12:00 AASC (ITV) - Suzanne Iverson, scheduler</p> <p>1:00 - 2:00 Shared Governance Meeting (ITV) - Suzanne Iverson, Scheduler</p>

12:30 – 2:00 Root Beer Floats at the Villas – WGTN campus	**lunch provided– info to come from campus Resource Specialists	*lunch at SMSU. You must have registered to receive a lunch ticket. Please review email to ensure you have registered.	See page 6 for details.	2:00-3:00 CTL leaders meeting, ITV – Kayla Westra, scheduler
2:00 – 3:00 Student Senate Advisers meeting (Rebecca Weber, organizer)	***Worthington – student orientation	Registrations due August 17.	*lunch on your own (lunch provided for those involved in REACH).	3:00-4:00 Safety Committee Meeting (ITV) – Trevor McMartin, scheduler
See page 2 for details.		**transportation sign up at Resource Specialists’ desks	**Worthington – Bluejay Villas orientation – students	See page 7 for details.
*lunch on your own.				*lunch on your own.

Master list of ITV locations for each campus included on page 8.

Monday , 8/20/18 Schedule

8:00 – 4:00 On campus day

Class preparations

10:00 Division chair/deans meeting

Canby – 121C

Granite – 124

Jackson – S-045

Pipestone – 206

Worthington – 211

Luverne – 210

11:00 Teacher Pathway Task Force (Jeff, Kayla, faculty, division chairs/deans)

8/20/2018 Mon	11:00 AM	12:00 PM MN100B	204	Confirmed
8/20/2018 Mon	11:00 AM	12:00 PM CLADCM	207	Confirmed

12:30 – 2:00 Root Beer Floats at the Villas – WGTN campus. All faculty, staff, and administration are encouraged to participate if possible (including from other campuses if it works for you).

2:00 Student Senate Advisor meeting/training - Adobe Connect - see email (Rebecca Weber, organizer)

*lunch on your own.

Schedule - Tuesday 8/21/18 locations - all campuses ITV (Luverne attend in Pipestone)

8:00 - 8:30 Registration/ Breakfast

8:30 Welcome and new faculty/staff: Dr. Williamson (ITV host- WGTN)

9:00-9:50 President Gaalswyk – State of the College (ITV host – Jackson)

Rooms for 8:30-9:50 session: Canby 126A & B, Granite 123, Jackson O-050, Pipestone 205A, Worthington 202 & 211

	ITV 1 and Adobe Connect	ITV 2	ITV 3	ITV 4	Conference rooms & WGTN 202
10:00 – 10:50	Marketplace Purchasing System – Diana Fliss/Janet Full (ITV host – Canby)	Tutor.com, tutoring, LARC, and other academic student services - Kip Thorson (ITV host- WGTN)	All Things Foundation – Michael Van Keulen (ITV host – Canby)	Syllabus Development (for new and experienced) – Kayla Westra (ITV host- WGTN)	
11:00 – 11:50	Bruce Peterson – curriculum overhaul, panel (ITV host- Jackson)	D2L Tools and Techniques – Shannon Fiene (ITV host GF)	All Things Foundation – Michael Van Keulen (ITV host – Canby)	Course Content Scope and Sequence – Kayla Westra (ITV host- WGTN)	Conversational Spanish – Le Lucht (ITV host- WGTN)
12:00 – 12:50	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 – 1:50	Generation XYZ Follow Up – Beth Van Orman (ITV host- WGTN)	D2L Tools and Techniques – Shannon Fiene (ITV host GF)	Office 365 – Using tools to organize work (Heidi Heckenlaible) (ITV host-WGTN)	New Faculty – Kayla Westra, Jeff Williamson, Karen Miller, Dean, Mentors (ITV host- WGTN)	
2:00 – 2:50	Effective Assessment Strategies – Beth Van Orman, Panel (gen st, tech, and program prospective) (ITV host- WGTN)	Student Services Updates (Retention, Housing, Accuplacer, etc.)– Becky Weber, TD Hostikka, Laurel Christensen (ITV host WGTN)	Office 365 – Using tools to organize work (Heidi Heckenlaible) (ITV host-WGTN)	Finance & Facility Update– Jodi Landgaard (ITV host- WGTN)	Tutor.com, tutoring, LARC, and other academic student services - Kip Thorson (ITV host- WGTN)
2:50 – 3:00	Wrap up	Wrap up	Wrap up	Wrap up	Wrap up
3:00 – 4:00	Office	Office	Office	Office	Office

Bold – repeat sessions Lunch provided / coordinated through campus resource specialists

ITV Rooms listed on page 9

3rd Annual Educational Technology Professional Development Day

Wednesday, August 22, 2018 Southwest Minnesota State University Charter Hall 10:00 a.m. – 1:50 p.m.	<i>Jointly Sponsored By:</i> Minnesota West Community & Technical College Ridgewater College Southwest Minnesota State University
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Welcome 10:00 - 10:10	Dwight Watson, Provost & Vice- President for Academic Affairs, SMSU				
CH 201					
Session 1 10:15 - 11:05	CATT Teams	Office365 for Everyday Tasks	Google Expeditions Virtual Reality Kits	Using Tutor.Com to Support Student Success	Adobe Connect Tools Overview
Room	CH 204 (50)	CH 208 (38)	CH 104 (30 +)	CH 222 (35)	CH 219 (54)
Presenter(s)	Dan Baun, Scott Wojtanowski, Terri Pelzel, Carolyn Weber Campus Academic Technology Teams (CATTs) are the leading force for educational technology. Come learn what is happening and share what is needed to help	Lorna King, Stacie Laughlin Learn more about how to be more effective and efficient by using the tools available to you in Office 365.	Paul Seifert Want to take a walk on the moon? Or take a drive down the esophagus? Come see this technology in action and explore applications for your area.	Kip Thorson, Linda Nelson New online tutoring services are available to all of our students. Tutor.com has replaced SmartThinking and has a broad range of areas where tutoring assistance is available 24/7. See what options	Scott Haken Have you wanted to try out Adobe Connect, but aren't quite sure how to use it? For tips and tricks on how to use this technology...and bring your questions.

	shape the direction.			are available to help your students be more successful.	
Session 2 11:15 - 12:05	Adobe Connect Tools Overview	Office365 in the Classroom	Google Expeditions Virtual Reality Kits	Developing Effective Online Courses	Teaching with D2L
Room	CH 204 (50)	CH 208 (38)	CH 104 (30 +)	CH 222 (35)	BA/Library 314 (32)
Presenter(s)	Scott Haken Have you wanted to try out Adobe Connect, but aren't quite sure how to use it? For tips and tricks on how to use this technology...and bring your questions.	Kate Borowske Learn tips and tricks about using Office 365 in the classroom, as well as what tools your students have available for use in classroom activities.	Shawn Hedman, Ben Nwachukwu Want to take a walk on the moon? Or take a drive down the esophagus? Come see this technology in action and explore applications for your area.	Kayla Westra What makes a good online course? What's the baseline you need for an initial offering? How can you then build to make your course better?	Jon Werth, Suzanne Schlangen What's new in D2L? Come and see the recent updates to the Quizzes tool, including creating question pools and the shuffling the question order in quick, easy steps. We'll go over these and other tool features that are available with the recent summer updates.
Lunch 12:05 - 1:00	Library Plaza	Library Plaza	Library Plaza	Library Plaza	Library Plaza
Session 3 1:00 - 1:50	Teaching with Adobe Connect	Media Space	Office365 for Everyday Tasks	Captioning	Teaching with D2L
Room	CH 204 (50)	CH 208 (38)	CH 104 (30 +)	CH 222 (35)	BA/Library 314 (32)
Presenter(s)	Denise Gochenouer, Mike Wesselink Come learn how these faculty use	Scott Wojtanowski This video recording technology has many applications in	Lorna King, Stacie Laughlin Learn more about how to be more effective and efficient by using	Shannon Fiene, Hamid Ullah Video captioning is a scary topic for many. Come learn	Jon Werth, Suzanne Schlangen Ever wonder how you can use the Intelligent Agents and Rubrics tools in your D2L course? Come and learn more

	Adobe Connect as a teaching tool in their courses.	the classroom. See how to use and integrate video into D2L.	the tools available to you in Office 365.	more about how faculty are tackling this issue and what tools are available.	about leveraging Intelligent Agents for increased student-teacher engagement, and integrating the Rubrics tool to evaluate student assessments.
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Thursday, August 23, 2018

8:00 - 4:00 On campus day

Class preparations

8:30 a.m. IT/ITV training – all campuses (campus IT personnel will provide training locations)

10:00 to 2:00: REACH faculty – **required meeting for college mentors in WGTN**

*lunch on your own, except for those involved in REACH.

Friday, August 24, 2018
 8:00 - 4:00 On campus day
 Class preparations

August 24, 2018 Division Meeting Schedule

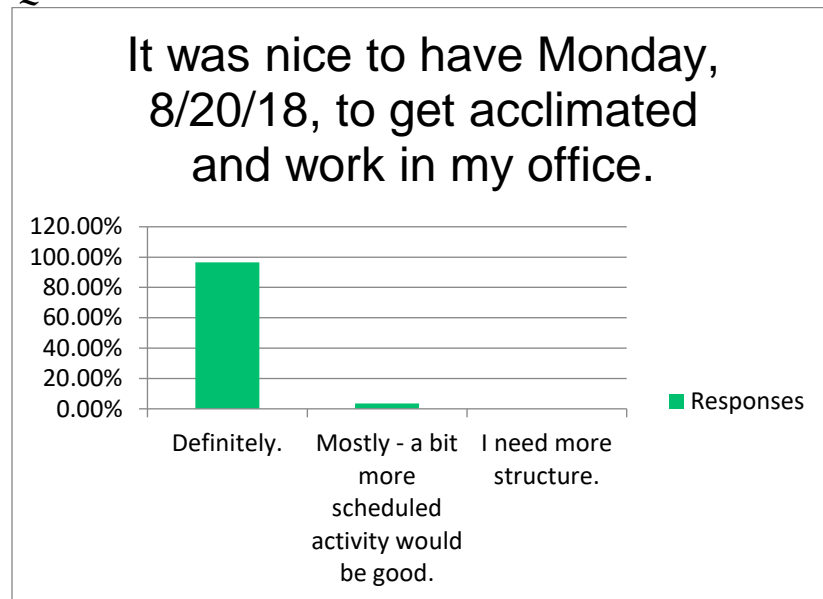
Time	Room Location		
	ITV 1	ITV 2	ITV 3
8:00 a.m. - 9:00 a.m.	Science/Math	Humanities/Fine Arts	Social & Behavioral Sciences
9:00 a.m. - 10:00 a.m.	Trades & Services	Transportation	Computer Science & Business
10:00 a.m. - 11:00 a.m.	Allied Health		
	ITV 1	ITV 2	ITV 3
Canby	107	126b	126a
Granite Falls	124	123	204
Jackson	B-115	O-050	Y-121B
Luverne	103		
Pipestone	205a	205b	205c
Worthington	506	502	214

11:-00 - 12:00 AASC (ITV) - Suzanne Iverson, scheduler
 1:00 - 2:00 Shared Governance Meeting (ITV) - Suzanne Iverson, scheduler
 2:00 - 3:00 CTL leaders meeting, ITV - Kayla Westra, scheduler
 3:00 - 4:00 Safety Committee Meeting (ITV) - Trevor McMartin, scheduler

Fall 2018 Duty Week Survey Data

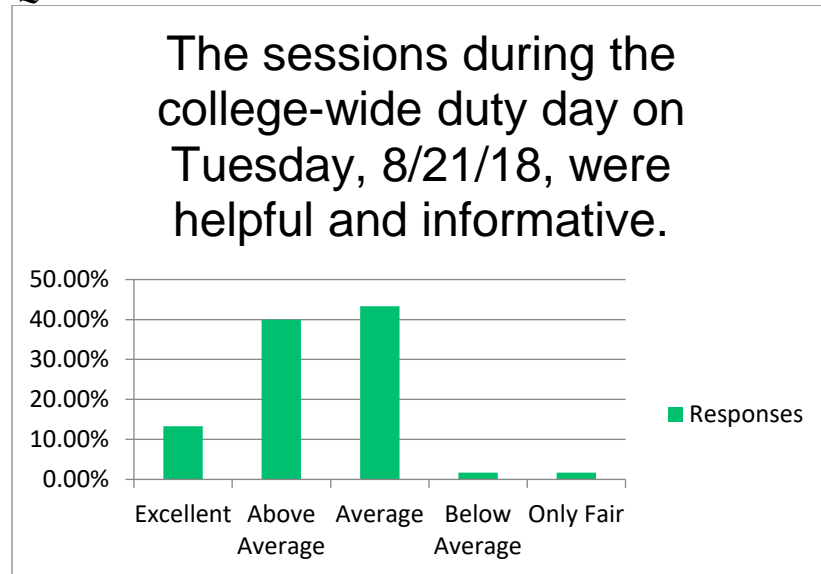
The following information was provided by 61 faculty who completed the survey. This information will be used by CTL leaders and administration in planning of future days.

Question 1:



Fifty-seven of the fifty-nine people who answered this question choose **Definitely**.

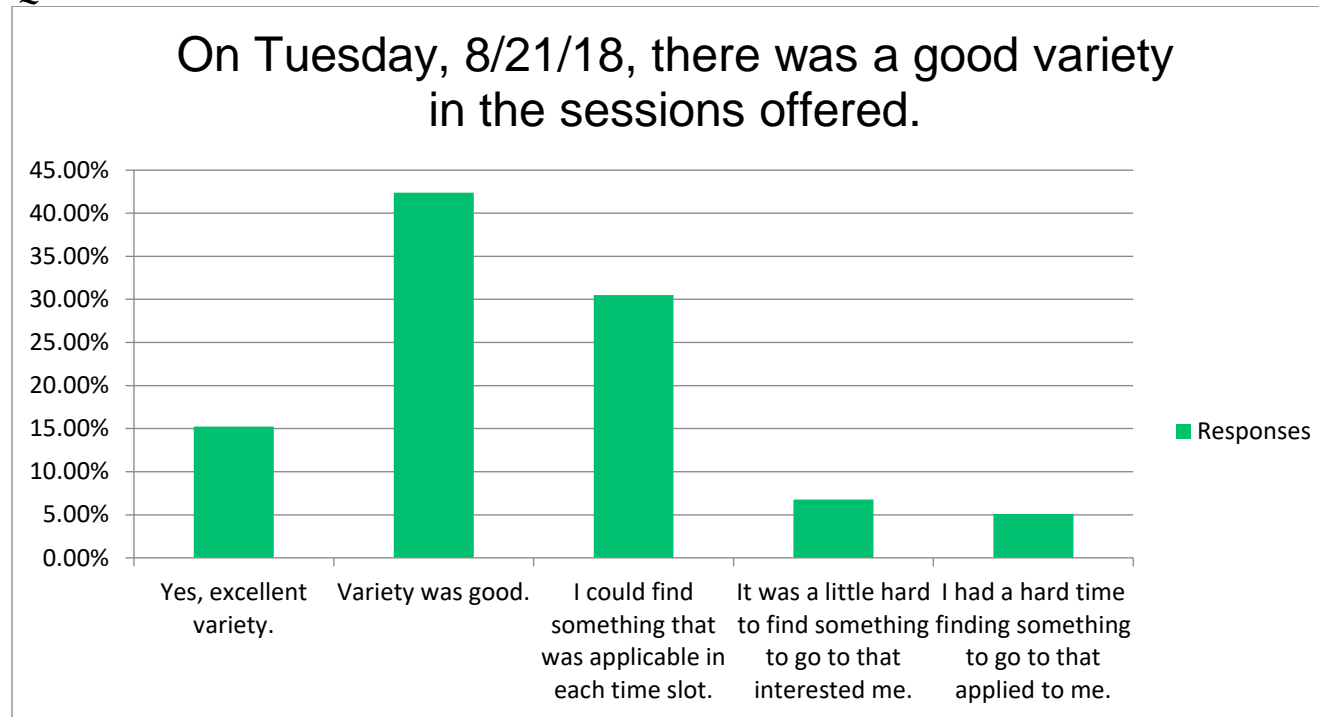
Question 2:



Of the 59 who responded, 8 chose Excellent, 24 chose Above Average, 26 chose Average, 1 chose Below Average, and 1 chose Only Fair. Comments on this section were as follows:

- Need to make sure all ITV studios are set so we can see what the presenter is sharing.
- The problem with treating students as customers is that it assumes the student knows what's best for them; but they are students--they are charged with learning. We need to stop thinking education is a commodity; stop thinking diversity is only racial and stop complaining about the newest generation with the problems we have created for them. It's not that hard to say no.
- many repeat topics were covered on Wednesday
- Most focused on on-line instruction which I use infrequently.
- Decrease number of options to increase audience
- I had 5 student visits that day and was only able to attend one session.
- ITV worked. I also like meeting everyone on a campus - Some people don't see others or get to all campuses other than these days.
- Market place was good but maybe need some more training later on.
- Introductions of new staff could have been better.

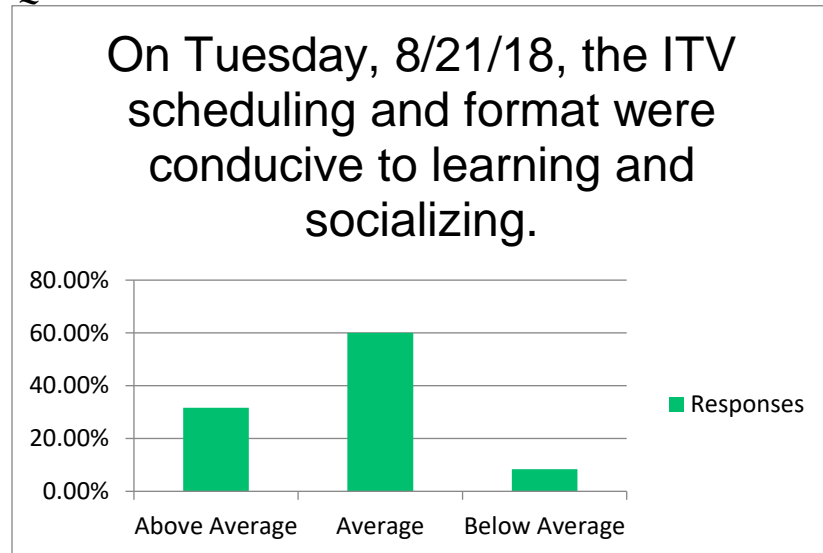
Question 3:



Of the 59 who answered this question, 9 stated Yes, excellent variety, 25 stated Varied was good, 18 stated they could find something, 4 stated it was a little hard to find something, and 3 stated it was hard to find something that applied. Comments in this section were as follows:

- I liked that some things were repeated. I would like more on strategy. It was a little difficult to find something that made me excited.
- I was too busy with orientation and registration to attend the sessions. We need to leave more time to register students and prepare for classes

Question 4:

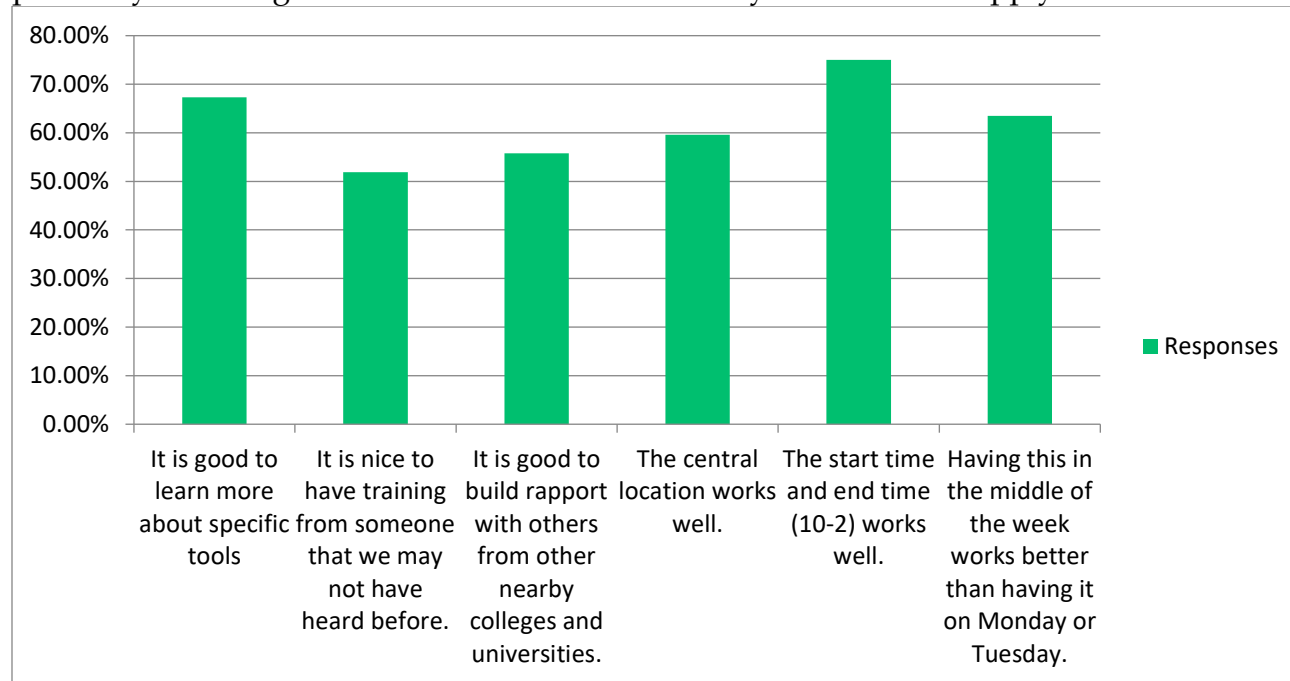


Of the 60 who answered this question, 19 answered above average, 36 said average, and 5 said below average. Comments in this section are as follows:

- I appreciated not having to travel.
- I like the fact that if a session was done early, they would let us go and we could get a few things done and then on to the next session.
- I really dislike ITV. There were some major technology issues which inhibited presenters.
- Jackson rooms were small and crowded. noticed on the ITV other campuses had the same thing
- No additional minutes for questions
- PREFER FACE-TOFACE
- Blurry camera in Jackson. It is always nice to see individuals from other campuses - especially during lunch.
- Heard comments about not being able to see colleagues but otherwise satisfied.
- Would be better to have classroom connections with computers when instructing software. Perhaps asking participants to bring laptop would be helpful too.
- Too many sessions
- I prefer at least one face-to-face meeting with the entire college.
- social was limited due to ITV.

- ITV format was good, appreciated not having to travel. However, too much downtime. The hour after the President before the 10 am session started was not ideal. Lunch was lengthy, sessions were done early. I felt the day could have been compressed a bit and I could have worked in my office for a couple of hours.
- It was good to be a student on ITV! It gives us an idea of the problems that may occur.
- I appreciate having this day over ITV so we don't have to travel. It is too busy at this time to travel to a different location.
- I would rather visit a different campus and see everyone in person.

Question 5: The Educational Technology training at SMSU will have a separate survey from Dan Baun. Overall, though, please provide your thoughts on the effectiveness of the day. Mark all that apply.



Overall, the responses in this area were positive, with at least 50% of the 52 respondents noting all of the items.

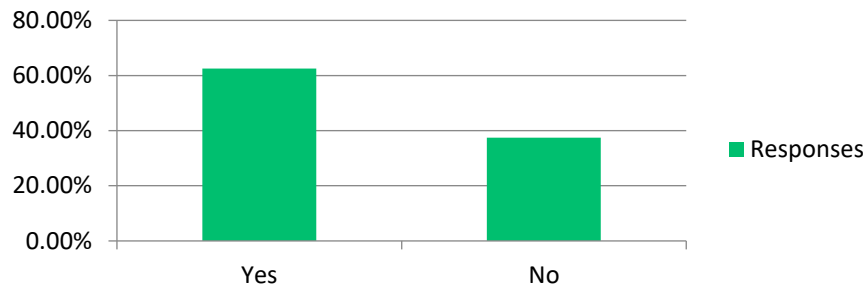
Question 6: We often talk about the "one thing" that makes an event or conference worthwhile. What is one thing you learned during duty week that will positively impact your students and their learning? Was there something you learned that will positively impact your work? Note that you can provide more than one if you would like.

- There were several...but Beth VO information on the various characteristics of the "generations" made a lot of sense. Hopefully I will be more aware of how to reach others.
- I learned how to use many new features in D2L, and I am already utilizing my new skills in my course pages.
- Division meeting was helpful with goal setting and discussion
- the D2L info was helpful (Read Speaker and intelligent agent)
- New equipment and programs that can enhance the learning process.
- I utilized the ice breaker, "tell me the best piece of advice you ever have gotten" in my classes and that went over really well. I attended the syllabi review and that was helpful but I felt like I did not have the time to change a whole lot in my syllabus so I did not make the changes for this year. The "one thing" that positively impacted my work was the amount of time we were able to have in our office.
- Intelligence agents, sending positive reinforcement or follow up to students.
- The learning of how to close caption my videos was great. Also the Office 365 sessions were great!!!
- learning technology as a new item or program or increasing existing knowledge and upgrading information is always good
- Use of specific tools
- Adobe Connect session was above my knowledge and use levels.
- Some technology such as google expedition and outlook tools
- Was very light on content this year. Difficult for me to say that I took anything away from the day.
- Information about tutor.com
- How to use and implement Adobe Connect in my face-to-face and digital classrooms.
- Interacting with colleagues and getting feedback regarding class preps
- Changes in D2L
- Other technology ideas that can be used in the classroom and online
- OFFICE365 Forms will use in the classroom and for recruiting feedback and statistics
- All the information on the different things in Microsoft Office were great!
- Office 365 features to incorporate into courses.
- nothing jumping out. We do need to get together as divisions face to face.
- It was good to have interaction with other educators. I learned more about Adobe Connect.
- I learned more about mymedia and am using it now.

- The sessions on Adobe were great.
- The sessions with Scott W. from the system office were excellent!
- Office 365 session was very helpful.
- Syllabus preparation & course content
- The modern learner's idiosyncrasies.
- curriculum changes
- Working with Gen z session was helpful.
- How to record lecture using Adobe Connect so students can view lecture again.
Google Expeditions Virtual Reality kits were amazing. I did not know MNWest had them. They will be very useful in the medical programs. Tutor.com session was useful so I can inform students
- Office 365- Heidi's session was great!
- tutor.com
- I enjoyed learning about Office 365 and the things we can use it for in the classroom.
- Improvements (updates) on D2L - such as the "question pool" Big time saver for making a random source of questions.
- Office 365
- The extra tools in D2L that we may not all be using. Building an attractive syllabus

Question 7:

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



Comments in this suggestion included the following:

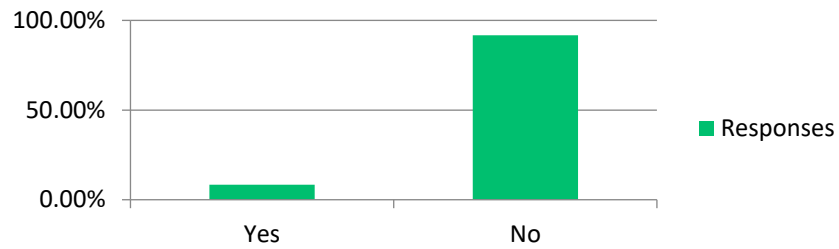
- Library/LARC and Dev Ed
- I haven't heard much about Student Senate lately. How can online students learn more about student life activities both on and off campus?
- Grades First
- Importance of test blueprinting. Sessions on how to get students succeed from the beginning of the semester rather than waiting to address concerns in the middle.
- Grades First
- More on D2L rubrics - set up, etc.
- financial aid
- If we meet college wide face to face we should have division meetings.
- More training on D2L, technology updates, library resources, etc.
- Advising

Question 8: 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.

- More D2L that would actually help with getting grading and entering Quizzes and tests for those of us that do not use it for online stuff.
- Diversity, especially with the Upper Sioux reservation Granite Falls
- Not sure right now
- D2L
- Assessment Strategy in an online environment.
- No suggestions at this time.
- More training specifically on how to interact with the student environment that we have. How do they like to learn? What can we bring into the classroom? How do we communicate well with them? We can attend many sessions on adobe connect, d2l training, tutor.com but there is so much information in them that I would rather watch in a video provided to us online. We need more training sessions that provide direct impact on how we teach the student population we have.
- Lisa picks great topics
- Continue to have Office 365 training as more applications become available for use
- Other student needs such as learning styles, disabilities, cultural/SES differences, homelessness/poverty, etc.
- More information on technologies that can be used in teaching, especially online.
- OFFICE365 SWAY, Forms and their use in the classroom
- Time to have open discussion on assessment activities (examples) other faculty use in their courses.
- Appreciate the variety of sessions that have been held over the years.
- Geocaching, Area attractions
- Office 365 apps
- Grades First, Kaltura Personal Capture
- Deescalation of anger or rage.
- market place (PO system)
- Wgtn
- Luverne: Google Expedition Virtual Reality Kits, Diversity, Office 365,
- Cannot get neogh training on D2L

Question 9:

Are you willing to present on a topic at a CTL event or the next duty day? (If you answer yes, please be sure to provide...



For this question, out of 48 respondents, 4 stated they would offer a session at the next duty day. Ninety-two percent said they would not.

Spring CTL Event – May 10, 2019

The spring CTL event was held in Marshall, MN, at the MERIT Center. The schedule for the day was as follows:

9:00 to 9:30 Registration

9:30 to 9:45 Provost Williamson

9:45 to 9:55 President Gaalswyk

9:55 to 10:00 Bruce Peterson – Introduction of Speaker

10:00 to 11:45 Tony Byers: *Boldly challenging the status quo and decades of diversity and inclusion practices, Dr. Tony Byers is transforming D&I from “the right thing to do” to the business imperative of our time. His presentations provide the perfect balance of “why now” and “how to” that will take your thinking on inclusion – and your organization – to the next level. Dr. Byers shows you how to build an inclusive culture through a breakthrough behavioral approach that overcomes biases and creates buy-in. You’ll also learn how to set in motion a multiplier effect of inclusion that more than doubles employee productivity while positively impacting every aspect of your organization.*

Lunch – 11:45 to 12:25

Afternoon Sessions

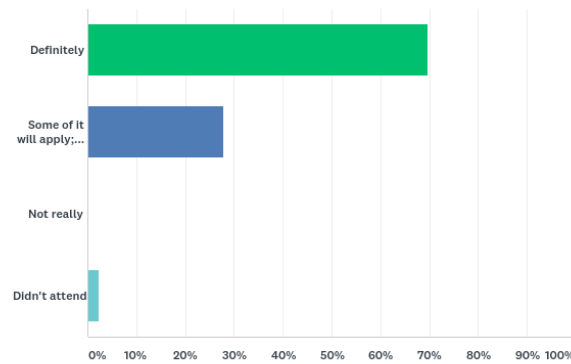
	Main Room 1 (college wide)	Main Room 2 (academic / faculty focus)	Experiential	Experiential	Experiential
12:30 – 1:15	Safety Project Updates and Facilities Planning/Updates -- Trevor and Jodi	Campus Academic Technology Team (CATT) - updates, projects, strategies (Carolyn Weber, Shannon Fiene, CATT team)	Community Ed Driver Training Simulators Hands on Driving - Amanda Beckler	EVOC program: course walk through /overview- LAWE - Mike and Ron	LEFT BLANK INTENTIONALLY
1:20 – 2:15	LEFT BLANK INTENTIONALLY	Integrating LARC/library resources, including Tutor.com, into your courses - Kip Thorson	Overview /tour of Emergency Personnel Training Facilities at MERIT Center - Paul Lanoue/Dawn Regnier	Community Ed Driver Training Simulators Hands on Driving - Amanda Beckler	Law Enforcement Simulation Room Demonstration - Jeff Wenkler/Jason Kopitski
2:20 – 3:25	Safety Project Updates and Facilities Planning/Updates -- Trevor and Jodi	LEFT BLANK INTENTIONALLY	Overview /tour of Emergency Personnel Training Facilities at MERIT Center - Paul Lanoue/Dawn Regnier	EVOC program: course walk through/ overview- LAWE –Mike and Ron	Law Enforcement Simulation Room Demonstration - Jeff Wenkler/Jason Kopitski

3:30 Wrap up

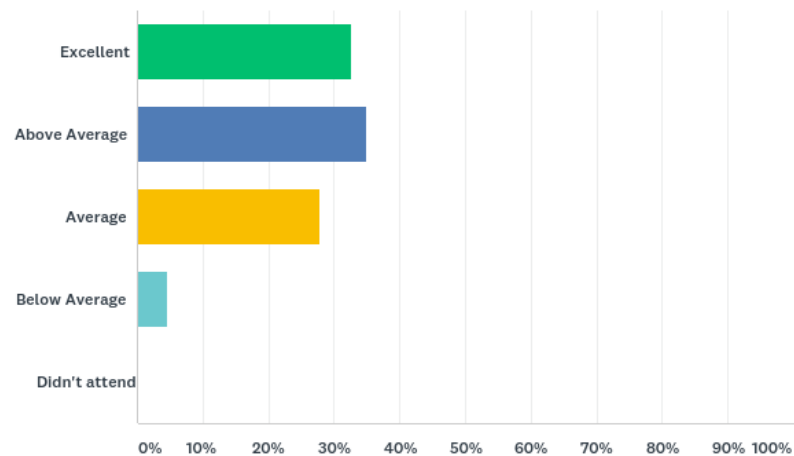
May 10, 2019, CTL Day Survey Feedback

Faculty/participants were invited to share feedback on the day through a survey. The results of that information is as follows.

Q1 The session on the Multiplier Effect of Diversity with Tony Byers provided information that will assist me in my work.



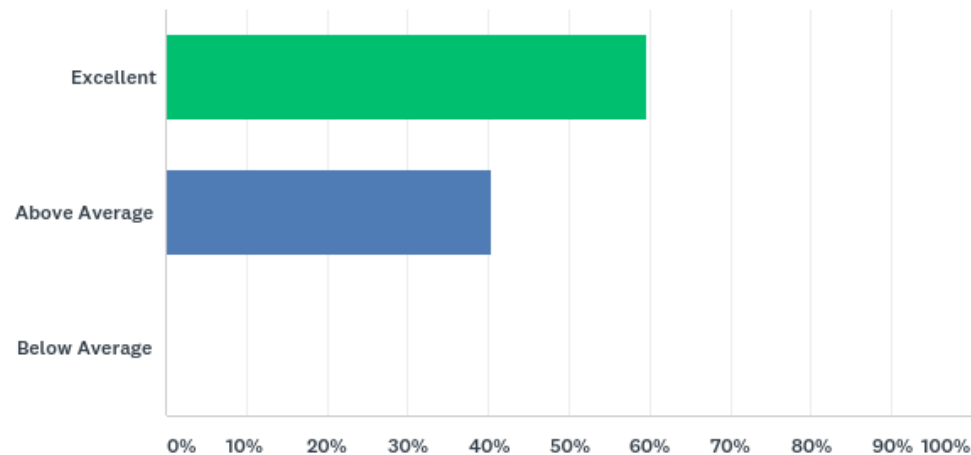
Q2 The sessions during the afternoon were informative.



Comments on Question 2

- The CATT session was very informative and well-run. The "experience" sessions were somewhat fun, but not really educational beyond exposing me to what happens at the MERIT Center.
- The CATT presentation could have used an hour time slot :-). The Pizza option was a hit with me, too. Fruit options at snack time would be appreciated.
- Thanks to the law enforcement guys for the driving demos. Those were great.

Q3 Learning more about the MERIT Center was



Comments on Question 3

- Definitely useful once - I didn't really know what the MERIT Center was all about, and now I do. It would be good to visit other Minnesota West campuses/centers in the future.
- It is always great to visit other campuses and centers. This helps with recruiting and marketing if we know about the areas taught at each campus and centers.
- I would like to meet in the center again. Great venue. I wasn't able to experience all of simulator or EVAC sessions offered.
- This was so informative to learn about the activities/training that occur at the MERIT Center. Thanks!
- I enjoyed the tour

Q4 Something I learned today that will impact my approach to my work...

Comments on Question 4:

- Diversity
- Don't try to make the triangles become squares.
- Tony's speech
- Diversity
- 7 behaviors of inclusion are a great example of how we should attempt to live life - not just MnWest
- Information the CATT team presented was interesting and informative
- Diversity is not the same as inclusion, and both are necessary in our workplaces and classrooms. I hope to more consciously create a more inclusive environment at Minnesota West.
- I liked the giraffe and elephant story regarding how to look at diversity.
- I really appreciated learning about all of the features of Turnitin.com. I hope the college decides to invest in a subscription to this software. The information about the various off-site options for testing proctoring was also valuable. Since I work in the LARC, I am semi-familiar with ProctorU, but it was interesting to learn more about it and how it is used.
- Multiplier impact of diversity. Creating a culture of inclusion.
- Multiplier Effect of Diversity in the workplace
- D&I
- Diversity
- Inclusion vs diversity
- Tony Byers was a very good speaker and i am sure i will look back on what he brought to us numerous times moving forward
- Seeing what the MERIT center provides for students added insight to what students are actually doing in their respective areas.
- Inclusion
- Understanding that we're not all squares, and that diversity gives us another angle to live life and work together in the world.
- Tony Byers was excellent - makes you think.
- Detail, detail, detail
- Focusing more on the true aspects of inclusion instead of just numbers and conformity.
- Loved that we had just a little extra time to visit with colleagues.

- Diversity training helped me to acknowledge that differing perspectives may be hindered by a longstanding culture of an organization. It can take a long time to begin to see changes. Need to make a more concentrated effort to bring forward and build on differing viewpoints to see the change you may desire.
- Don't encourage triangle into the group, and then expect them to be like the rest of us squares!
- I want to be more curious and then implement what I information i find and use it to incorporate others experiences.
- All of the resources available at our fingertips through the LARC and D2L that we don't use.

Q5 Topics where I would like to have training next fall include...

- Inclusiveness
- online resources that can or are implemented in D2L.
- Retirement
- I would like to see this done not before finals week. Trying to meet with students to go over tests, assignments, etc. is difficult with a day away just before finals week.
- More information on technology options that Minnesota West has and anything new that is being offered
- Sharing classroom assessment techniques (exams, quizzes, etc.) and other pedagogical strategies among faculty in small groups to keep my own courses fresh.
- It is educational listening to people talk about diversity but even better would be the "how" to deal with certain situations.
- I am glad that Tony Byers addressed issues related to diversity and think these conversations are extremely valuable. I would love to see the college expand on these conversations by discussing specific strategies for engaging ESL students. I really appreciated the fact that Tony encouraged us to empathize with students and view things from their perspective. In this vein, I think it would be worth having a conversation with non-native speakers to hear their perspectives about what they need from the college to be successful. Perhaps a faculty member who has a good rapport with ESL students could talk with them about their experiences at the college (and how it could be improved) and then present their findings at a CTL day. (I know this is a large time commitment that might not be realistic -- it's just a thought.)
- OFFICE 2019 WORD One Drive, Forms
- Open Educational Resources (OER)
- Example of a Quality Matters (QM) Certified Course
- Accessible Learning Environments
- Universal Design for Learning (UDL)
- Copyright and CC Licenses
- Overview of Course Outline definitions (objective vs. outcome, etc.)
- How to write measurable objectives/outcomes

- How to use course/program Assessment data to make informed changes (and track those changes!)
- Overview of the Strategic Plan, what we have accomplished, what still needs work
- Overview of finances
- How to build the online course community by going beyond discussions (group projects with Microsoft 365, using replacement strings in D2L, etc.)
- Using Microsoft 365 in the classroom
- What is covered in Freshman Seminar
- Active Learning Examples in Action
- Transitioning from Adobe Connect to Zoom
- Ally Training
- FERPA Training
- D2L Groups and other cool tools, Zoom and Kultura Mediasapce, OERs
- All teaching aids
- How to use rubrics on D2L and how to use GradesFirst.
- How to add icons/links to our signature in email responses. Katie Heronimus' is a great example.
- Motivational.
- More on Office 365 tools (CATT group).
- It would be nice, if possible, to have a few sessions repeated in the schedule to allow the ability to attend when multiple ones appeal to you but they are during the same breakout.
- Zoom, Mediaspace
- More on the basics of the technology that we could be using.

CTL Leader Job Description

CTL Leaders Job Description - revised August 2018

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, 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 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.

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.

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.

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

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. and purchases should 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.

Campus CTL Leaders for 2018-19

Canby – Sara Abrahamson and Teresa Noyes
Jackson – Jason Bohl and Brian Binnebose
Granite Falls – Rose Patzer and Shannon Fiene
Pipestone/Luverne – Lisa Smith and Sally Sieve
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 and Liberal Arts **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.

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.

Minnesota State Meetings

CTL leaders are not required to attend system conferences, but individuals are encouraged to attend and share learning 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 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.