



**Center for
Teaching and
Learning –
Final Report
July 8, 2021
Academic Year 2020 – 2021**

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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 included. The CTL kickoff meetings notes and leader position description are also included.

College-wide CTL Week, August 2020

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

Schedule

August 17-21, 2020 Fall 2020 Duty Days Overview of the Week

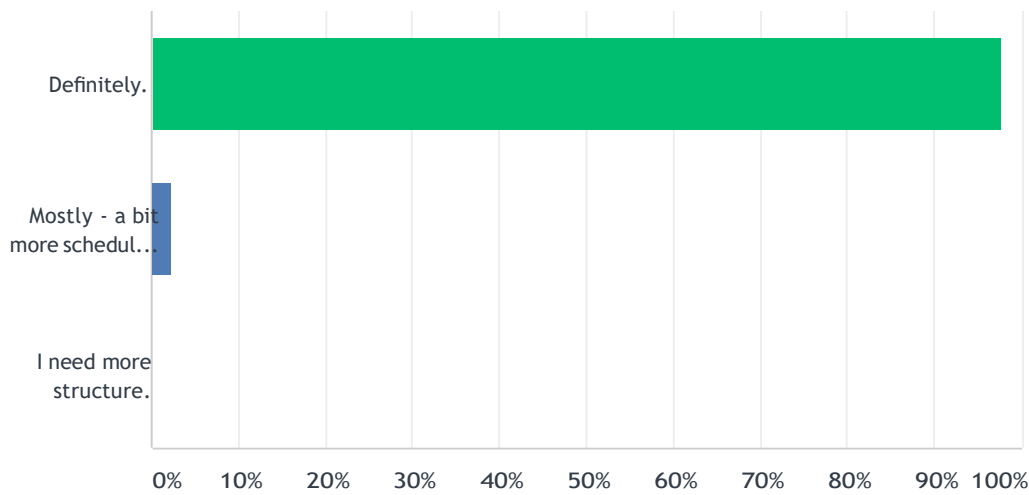
| Monday, August 17 | Tuesday, August 18 | Wednesday, August 19 | Thursday, August 20 | Friday, August 21 |
|--|---|--|---|--|
| 8:00 – 4:00 | 8:00 - 4:00 | 8:00 to 4:00 | 8:00 - 4:00 | 8:00 - 4:00 |
| General Work Day focus 8:00 – 4:00 Class preparations | HLC & Assessment focus 8:00 – 4:00 Class preparations | Teaching and Learning focus | General Work Day focus | General Work Day focus |
| 9:00 – 10:00 Division chair/deans meeting (Jeff Williamson, organizer) | 8:00 – 9:00 Cabinet Convening (Suzanne Iverson, organizer) | 8:30 start (all faculty and staff) | 9:00-10:00 Student Senate Advisors (Becky Weber) | 10:30 – 12:00 AASC (ITV) – Suzanne Iverson, scheduler |
| 10:00 – 11:00 Transfer Pathway/Liberal Arts Committee Meeting (Mike Wesselink, organizers) | 9:00-10:00 HLC Steering Committee Meeting (Jeff Williamson, organizer) | 10:00– 11:30 (all faculty and staff): Becoming an Anti-Racist Ally – Keith Edwards | 9:30 – 3:30 REACH faculty (high school instructors and college faculty mentors) –Kayla Westra and Theresa Ireland, organizers | 1:00 – 2:00 Equipment and Technology Committee meeting (Paul Seifert, organizer) |
| 11:00 – 12:00 Shared Governance Meeting (ITV) – Suzanne Iverson, Scheduler | 10:00-11:00 HLC Criterion Committees Meeting (Criteria 1-5) (Beth Van Orman, organizer) | Workshops for faculty. | 10:00 Deans and Directors Meeting (Jeff Williamson, organizer) | |
| 1:00-2:00 CTL leaders meeting, ITV – Kayla Westra, scheduler | 11:00-12:00 Co-curricular Assessment Meeting (Beth VO, organizer) | | | |
| 2:00-3:00 New Faculty – Jeff Williamson, Karen Miller, Deans, Mentors | 1:00-2:00 Technical Program Assessment Meeting (Beth VO, deans, program faculty). | | | |
| | 2:00 – 3:00 REACH mentors meeting (Kayla and Theresa) – all REACH mentors (fall and spring) | | | |

Fall CTL Week Survey Results

A total of 43 attendees participated in the survey.

Q1 It was nice to start the week in my office on Monday, 8/17/20, to get acclimated and work in my office.

Answered: 43 Skipped: 1

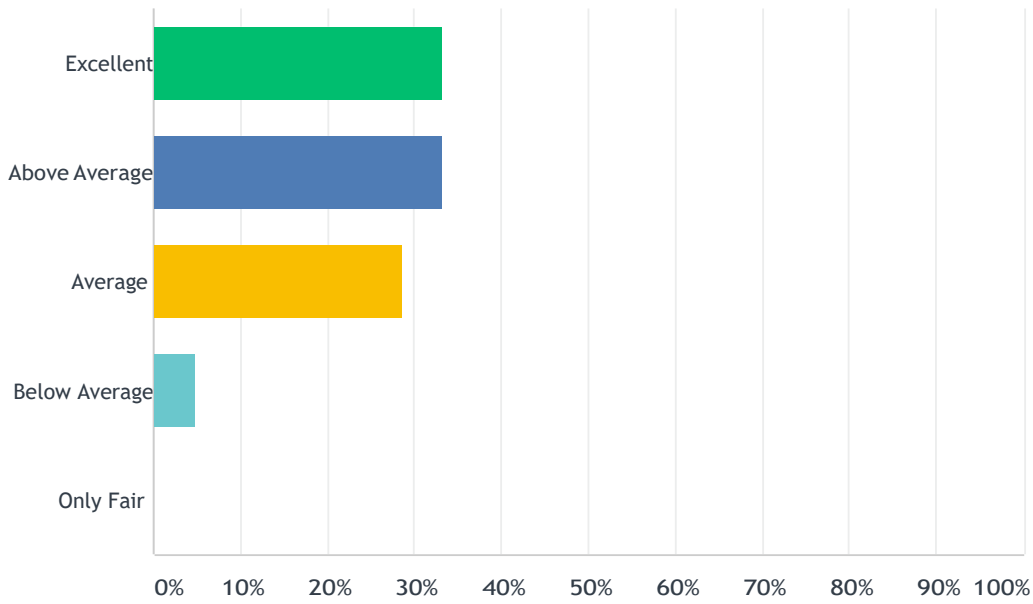


| ANSWER CHOICES | RESPONSES | |
|---|-----------|----|
| Definitely. | 97.67% | 42 |
| Mostly - a bit more scheduled activity would be good. | 2.33% | 1 |
| I need more structure | 0.00% | |

| | |
|-------|----|
| TOTAL | 43 |
|-------|----|

Q2 The HLC and Assessment sessions on Tuesday, 8/18/20, were helpful and informative.

Answered: 42 Skipped: 2

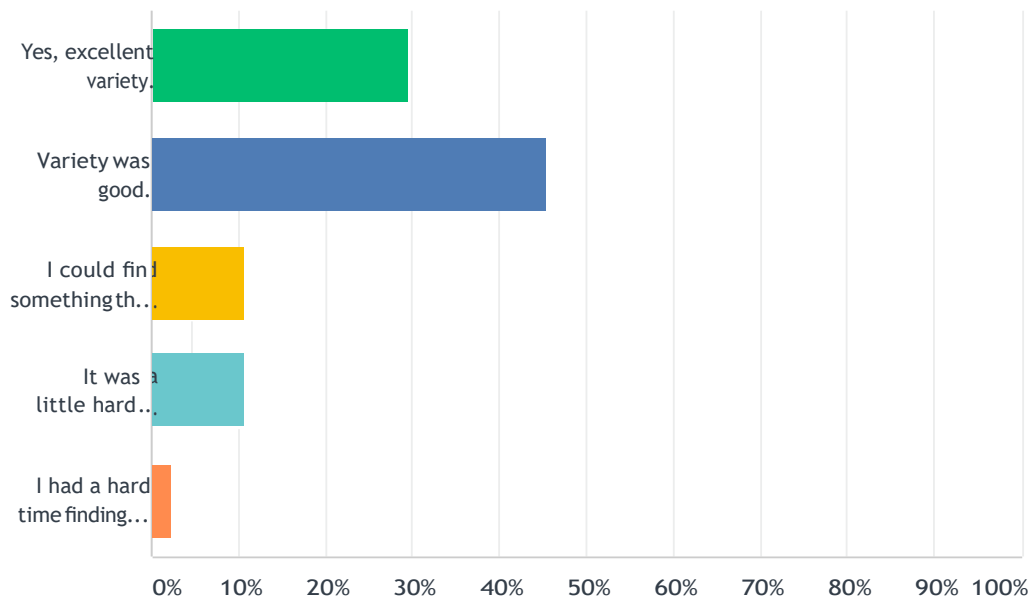


| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----------|
| Excellent | 33.33% | 14 |
| Above Average | 33.33% | 14 |
| Average | 28.57% | 12 |
| Below Average | 4.76% | 2 |
| Only Fair | 0.00% | |
| TOTAL | | 42 |

| # | COMMENTS | DATE |
|---|--|-------------------|
| 1 | Did not attend | 8/27/2020 6:55 PM |
| 2 | Beth does a fantastic job explaining and asking questions of those involved. | 8/25/2020 9:55 AM |

Q3 On Wednesday, 8/19/20, there was a good variety in the sessions offered.

Answered: 44 Skipped: 0



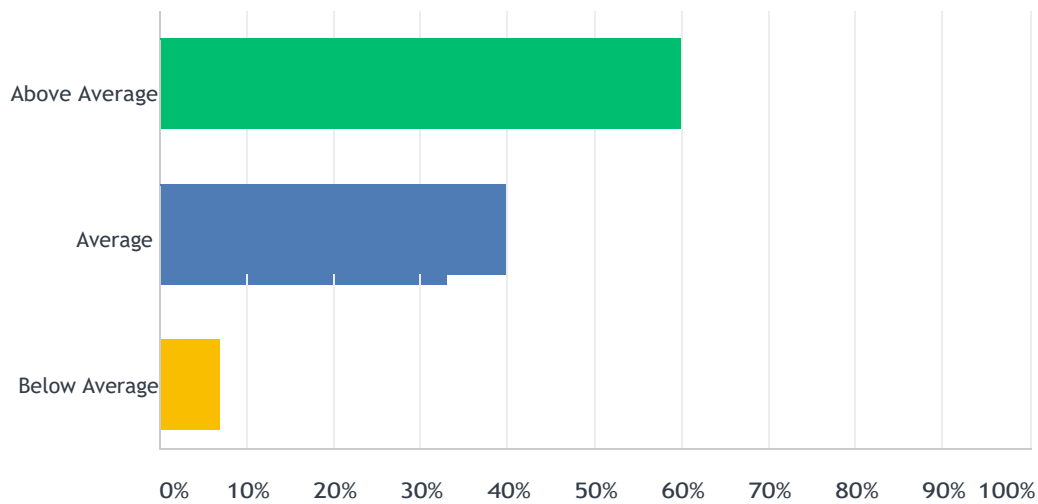
| ANSWER CHOICES | RESPONSES | |
|---|-----------|----|
| Yes, excellent variety. | 29.55% | 13 |
| Variety was good. | 45.45% | 20 |
| I could find something that was applicable in each time slot. | 11.36% | 5 |
| It was a little hard to find something to go to that interested me. | 11.36% | 5 |
| I had a hard time finding something to go to that applied to me. | 2.27% | 1 |

| | |
|-------|----|
| TOTAL | 44 |
|-------|----|

| # | COMMENTS | DATE |
|---|--|--------------------|
| 1 | Some of the sessions I was interested in were offered at the same time. | 8/27/2020 12:09 PM |
| 2 | To much time taken out of the day. | 8/25/2020 10:12 AM |
| 3 | Enjoyed all options. | 8/25/2020 9:55 AM |
| 4 | Some sessions were better than others. Faculty need to let the presenters present. This is distracting when one person things he/she needs to consume a meeting. | 8/25/2020 9:32 AM |

Q4 On Wednesday, 8/19/20, the Becoming an Anti-Racist Ally session with Keith Edwards was ...

Answered: 42 Skipped: 2



| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Above Average | 59.52% 25 |
| Average | 33.33% 14 |
| Below Average | 7.14% 3 |
| TOTAL | 42 |

| # | COMMENTS | DATE |
|---|---|--------------------|
| 1 | I had a Dr appointment and could not attend. | 8/27/2020 12:53 PM |
| 2 | Great topic! | 8/27/2020 12:39 PM |
| 3 | Excellent! Best part of the day. | 8/27/2020 12:09 PM |
| 4 | This was the highlight of the week. Very inspirational. | 8/25/2020 11:30 AM |
| 5 | There were some of his comments i did not agree with. | 8/25/2020 10:22 AM |
| 6 | Took it as an anti white conversation. | 8/25/2020 10:12 AM |
| 7 | Excellent presentation. Went smoothly. | 8/25/2020 10:00 AM |
| 8 | Asks tough questions. | 8/25/2020 9:55 AM |

Q5 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.

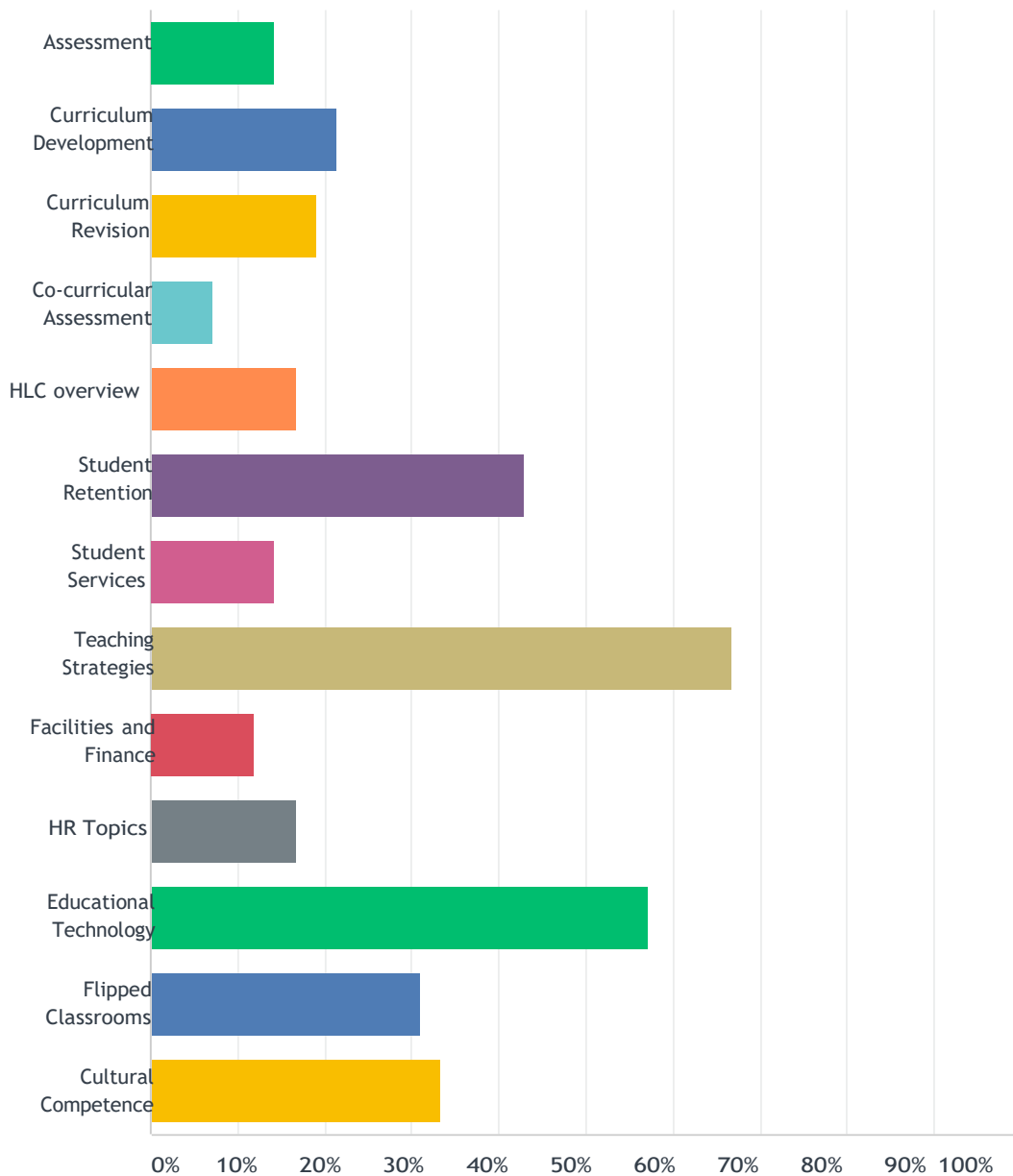
Answered: 21 Skipped: 23

| # | RESPONSES | DATE |
|---|---|--------------------|
| 1 | I appreciated the information Dr. Edwards shared. It helped me frame many of the thoughts I've had throughout the Summer. I hope to put his suggestions into practice as I see to become a better advocate. | 8/28/2020 10:15 AM |

| | | |
|----|---|--------------------|
| 2 | Continue to heighten awareness of cultural differences. | 8/27/2020 6:55 PM |
| 3 | Gaming in courses | 8/27/2020 12:56 PM |
| 4 | How everyone is so willing to share ideas and help out. | 8/27/2020 12:53 PM |
| 5 | Learned about tools about Kahoot, Quizziz, quizlet and graphic organizers | 8/27/2020 12:42 PM |
| 6 | I attended Dan B.'s session, and it was really interesting to talk through some of that data. | 8/27/2020 12:09 PM |
| 7 | Policies and Procedures from Royce | 8/27/2020 11:42 AM |
| 8 | Session with Keith was great and Daniel's presentation was outstanding | 8/26/2020 6:04 PM |
| 9 | I liked the session about the assessment of the CTL programs/sessions that we had. It's always helpful to get feedback on the events and of the value of providing more events in the future. | 8/26/2020 5:42 PM |
| 10 | The use of Kahoot | 8/25/2020 12:47 PM |
| 11 | Staying positive during changing times. | 8/25/2020 12:20 PM |
| 12 | COVID 19 Preparedness Plan Q&A. Royce Overlander Freedom of Speech | 8/25/2020 10:22 AM |
| 13 | The breakout session with the anti racist was the only worth while part. | 8/25/2020 10:12 AM |
| 14 | That we can overcome adversity and work together to complete our Mission. | 8/25/2020 9:55 AM |
| 15 | I enjoyed meeting the new instructors. I also enjoyed Keith Edwards - good speaker that grabbed my attention on a few things. | 8/25/2020 9:37 AM |
| 16 | The ideas discussed by Edwards | 8/25/2020 9:36 AM |
| 17 | Becoming an ally | 8/25/2020 9:33 AM |
| 18 | I liked the online format. Allowed more people the chance to be involved. | 8/25/2020 9:32 AM |
| 19 | We are all learners. Go into things not Always being the knower. | 8/25/2020 9:04 AM |
| 20 | Anti Racist Ally session | 8/25/2020 9:03 AM |
| 21 | In the time of COVID 19 getting back to work and seeing everyone even if it was through zoom. | 8/25/2020 9:03 AM |

Q6 As we begin planning for the next duty day in the spring, please note if you are interested in the following sessions.

Answered: 42 Skipped: 2



| ANSWER CHOICES | RESPONSES | |
|--------------------------|-----------|----|
| Assessment | 14.29% | 6 |
| Curriculum Development | 21.43% | 9 |
| Curriculum Revision | 19.05% | 8 |
| Co-curricular Assessment | 7.14% | 3 |
| HLC overview | 16.67% | 7 |
| Student Retention | 42.86% | 18 |
| Student Services | 14.29% | 6 |
| Teaching Strategies | 66.67% | 28 |

| | | |
|------------------------|--------|----|
| Facilities and Finance | 11.90% | 5 |
| HR Topics | 16.67% | 7 |
| Educational Technology | 57.14% | 24 |
| Flipped Classrooms | 30.95% | 13 |
| Cultural Competence | 33.33% | 14 |

Total Respondents: 42

| # | OTHER (PLEASE SPECIFY) | DATE |
|---|---|--------------------|
| 1 | Curriculum Revision --> Transfer Pathways Options | 8/28/2020 10:15 AM |
| 2 | Vary the presenters | 8/25/2020 9:32 AM |

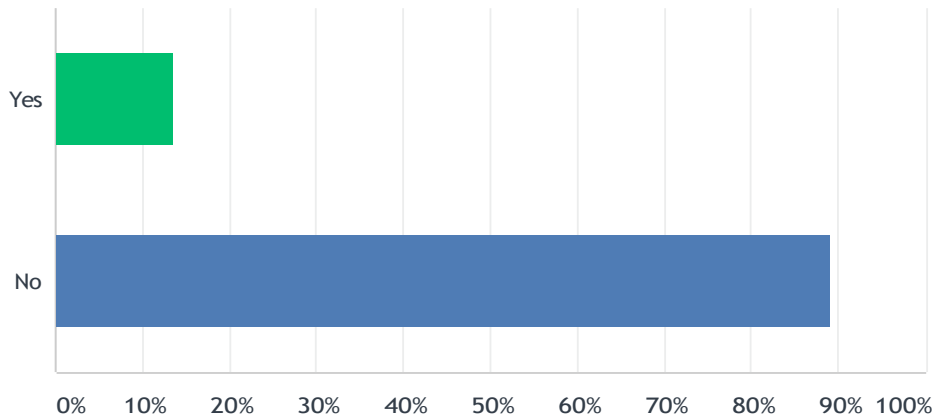
Q7 CTL leaders will be preparing their goals and reviewing the assessment report from last year in terms of requests for further training as they plan activities for the coming year. In what areas would you like to have training or more information? Please provide your campus if appropriate so your CTL leaders will know which campuses are interested in particular trainings.

Answered: 14 Skipped: 30

| # | RESPONSES | DATE |
|----|--|--------------------|
| 1 | "Smart Screen" Technology Transfer Pathways Options | 8/28/2020 10:15 AM |
| 2 | Technology in teaching | 8/27/2020 11:15 PM |
| 3 | ?? | 8/27/2020 12:56 PM |
| 4 | Im so new, CTL stands for ? | 8/27/2020 12:53 PM |
| 5 | New and tips for D2L Worthington Campus | 8/27/2020 12:42 PM |
| 6 | We need more cultural competency training at all campuses, but especially Jackson and Granite Falls. | 8/27/2020 12:09 PM |
| 7 | Pipestone | 8/27/2020 11:45 AM |
| 8 | Honestly, helping students get ready for classes like a week in advance, pseo students ordering book, learning their college email, etc. I have issues every year now. Pipestone campus | 8/26/2020 6:04 PM |
| 9 | I like when we have presenters on the newest ideas in training/teaching techniques that are being used across campuses and beyond. Just imagine is no one had "invented" zoom mode of corresponding. | 8/26/2020 5:42 PM |
| 10 | Technology | 8/25/2020 12:20 PM |
| 11 | More on OER | 8/25/2020 9:55 AM |
| 12 | Zoom | 8/25/2020 9:13 AM |
| 13 | Learning communities, team teaching- Worthington | 8/25/2020 9:04 AM |
| 14 | N/A | 8/25/2020 9:03 AM |

Q8 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 your name and topic.)

Answered: 37 Skipped: 7



| ANSWER CHOICES | RESPONSES |
|-----------------------|-----------|
| Yes | 13.51% 5 |
| No | 89.19% 33 |
| Total Respondents: 37 | |

| # | IF YES, PLEASE ENTER YOUR NAME AND WHAT YOU WOULD LIKE TO PRESENT ON. | DATE |
|---|--|--------------------|
| 1 | Mike Wesselink, "Smart Screen" Technology or Transfer Pathways Options | 8/28/2020 10:15 AM |
| 2 | Not yet, hopefully in the future | 8/26/2020 6:04 PM |
| 3 | I have helped in many CTL events - so if the topic is something that's new or that I have access to, or can know enough about to share, I'll help. | 8/26/2020 5:42 PM |
| 4 | Heidi T - Culturally responsive teaching, Using Microsoft Drive/365 for assignmets | 8/25/2020 9:53 AM |
| 5 | Ron Schwint | 8/25/2020 9:36 AM |

2020 - 2021 CTL Leaders Kick-off Meeting Notes

Monday, August 17, 2020.

In attendance:

Jackson: Terri Pelzel, Lance Baumann

Canby: Teresa Noyes, Sara Abrahamson

Granite Falls: Shannon Fiene, Judy Tebben

Luverne/Pipestone: Lisa Smith, Elaina Nichols

Worthington: Leah Gossom, Sandi Mead

Kayla Westra, Beth Van Orman

1. Assessment Report / review

- Discussed assessment report and how that is tied to the CTL activities and training offered.
- Accreditation efforts and how the connection between assessment and training efforts should be demonstrated.
- Assessment report should be used in establishing CTL activities, and those activities should be reported moving forward in the assessment reporting.
- Zoom as much as possible – encourage attendance across college

Assessment report for 2019-2020 is available on the web site. Review the training requests from college faculty (sent by Beth Van Orman). Note that these are not defined by campus; this is college-wide effort, and local CTL can ask for guidance from faculty on their campus regarding which areas have the most interest for them. A short survey may be helpful to refine offerings.

2. Goals for 2020-21

- Focus of activities is on teaching and learning.
- Use Zoom so all campuses can be involved
- Goals – use template and complete by Sept. 15
- Invite staff

Note that the college-wide CTL days, assessment days, etc. do not factor in to the required three activities per semester.

3. Position description review

Send comments/updates to Kayla.

4. Survey

- Surveys can be given to both staff and faculty.
- Track attendance; surveys not as helpful. Sign in sheet.
- Sometimes good to know if worthwhile or not.
- Feedback on presenters/styles.
- Think about survey usefulness and give feedback by Sept. 15.

5. Other

- Assessment Institute offerings are an option as well. October 25-26 (Beth will send out link.)
- Minnesota State opportunities
- 20 Minute Mentor options (available in Teaching with D2L – log in through that page automatically)

CTL Leader Position Description

CTL Leaders Job Description - revised August 2020

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. Opportunities should be offered via Zoom wherever possible.

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 2020-21

Canby – Sara Abrahamson and Teresa Noyes
Jackson – Terri Pelzel and Lance Baumann
Granite Falls – Judy Tebben 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 15. 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.

Campus-level CTL Activities

2020-2021 GOALS

Campus Location: Canby

Campus Leaders: Teresa Noyes, Sara Abrahamson, Mike DeVries

| 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 | | Meeting Student Basic Needs (Linda Pesch) |
| 2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles. | A | | 20 minute mentor: How can I Guide Online Learning by engaging with Students |
| 3. Provide opportunities to stay current with changing educational technology. | B | | Lockdown Browser/ Respondus Monitor (Donna Hage) |

| Spring Semester Goals | Related CTL Theme | Related Assessment Report Requests | Tentative Event(s) to Meet Goal |
|--|--------------------------|---|---|
| 1. Broaden awareness of student differences (diversity) that affect teaching/learning. | A | | |
| 2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles. | A | | 20 minute mentor; Create Questions that Stimulate Engaging Online Discussion Boards |
| 3. Provide opportunities to stay current with changing educational technology. | B | | D2L Updates/ widgets and Intelligent agents |
| 4. Support faculty/staff in their efforts to advance professionally. | C | | |
| 5. Reinforce college-wide policy information as needed. | D | | Michael VanKuelen, Foundation Updates 3/11/21 |
| 6. Provide opportunities for self-care & self-renewal. | E | | Strategies for dealing with stress |

Campus Location: Granite Falls

Campus Leaders: Shannon Fiene and Judy Tebben

| Fall Semester Goals | Related CTL Theme | Related Assessment Report Requests | Tentative Event(s) to Meet Goal |
|--|-------------------|---|---|
| 1. Broaden awareness of student differences (diversity) that affect teaching/learning. | A | Student issues/problems, Working with ESL students; diversity; ally training; | <ol style="list-style-type: none"> 1. Basic Needs and Insecurity on Campus Jade Moorese 2. Culturally competency Training |
| 3. Provide opportunities to stay current with changing educational technology. | B | Gamification (quizzes, Kahoot, Quizlet) Zoom features and tools | <ol style="list-style-type: none"> 3. New and emerging technology for work and the classroom Alyson and Shannon |

| Spring Semester Goals | Related CTL Theme | Related Assessment Report Requests | Tentative Event(s) to Meet Goal |
|--|-------------------|------------------------------------|---|
| 1. Broaden awareness of student differences (diversity) that affect teaching/learning. | A | | <ol style="list-style-type: none"> 1. Update on Multiple Measures and New Developmental Models 2. Entity versus Incremental View of Ability |
| 5. Reinforce college-wide policy information as needed. | D | | Update on Multiple Measures and New Developmental Models |

Campus Location: Jackson

Campus Leaders: Lance Baumann & Terri Pelzel

| Fall Semester Goals | Related CTL Theme | Related Assessment Report Requests | Tentative Event(s) to Meet Goal |
|--|--------------------------|--|--|
| 1. Broaden awareness of student differences (diversity) that affect teaching/learning. | A | Updates from Anti-Racist Ally Workshop Series with Keith Edwards | September 20, 2020 |
| 2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles. | A | Student Learning styles & teaching methods for 2021 | November 18, 2020 |
| 3. Provide opportunities to stay current with changing educational technology. | B | D2L – Intelligent agents | October 21, 2020 |
| 4. Support faculty/staff in their efforts to advance professionally. | C | | |
| 5. Reinforce college-wide policy information as needed. | D | Retention/Recruiting | November 4, 2020 |
| 6. Provide opportunities for self-care & self-renewal. | E | | |

| Spring Semester Goals | Related CTL Theme | Related Assessment Report Requests | Tentative Event(s) to Meet Goal |
|--|--------------------------|--|--|
| 1. Broaden awareness of student differences (diversity) that affect teaching/learning. | A | | |
| 2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles. | A | | |
| 3. Provide opportunities to stay current with changing educational technology. | B | Updates on Educational Technology | February 17, 2021 |
| 4. Support faculty/staff in their efforts to advance professionally. | C | Professional Organizations - Are you a member? | January 27, 2021 |
| 5. Reinforce college-wide policy information as needed. | D | | |
| 6. Provide opportunities for self-care & self-renewal. | E | SmartHomes | April 21, 2021 |

Campus Location: Pipestone/Luverne

Campus Leaders: Elaina Nichols & Lisa Smith

| Fall Semester Goals | Related CTL Theme | Related Assessment Report Requests | Tentative Event(s) to Meet Goal |
|---|-------------------|---|---|
| 1. Broaden awareness of student differences (diversity) that affect teaching/learning. | A | Diversity; Humanizing your online class | 2. 20 Minute Mentor-How Do I Infuse Equity into Any Online Class? & What Teaching Strategies Help Engage All Learners Online? - October 20th, 2020 3. Basic Student Needs-Linda Pesch- November 17th, 2020 |
| 2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles. | A | Best practices on Instructor-student interaction and learning; Humanizing your online class | 2. 20 Minute Mentor-How Do I Infuse Equity into Any Online Class? & What Teaching Strategies Help Engage All Learners Online? 3. Basic Student Needs-Linda Pesch- |
| 3. Provide opportunities to stay current with changing educational technology. | B | OneDrive, Office 365 | 1. OneDrive training with Heidi H (Recording)- September 15th, 2020 |
| 4. Support faculty/staff in their efforts to advance professionally. | C | OneDrive, Office 365 | 1. OneDrive training with Heidi H |

Campus Location: Pipestone/Luverne, Cont.

| Spring Semester Goals | Related CTL Theme | Related Assessment Report Requests | Tentative Event(s) to Meet Goal |
|---|-------------------|---|---|
| 2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles. | A | Mediaspace; Short presentations with visuals; Best practices on Instructor-student interaction and learning; Humanizing your online class | 1. 20 Minute Mentor: How Can I build Engagement in my Online Classes through Student-created Videos? & How Can I guide Online Learning by Engaging with Students? |
| 3. Provide opportunities to stay current with changing educational technology. | B | Mediaspace; Short presentations with visuals; Best practices on Instructor-student interaction and learning; Humanizing your online class | 1. 20 Minute Mentor: How Can I build Engagement in my Online Classes through Student-created Videos? & How Can I guide Online Learning by Engaging with Students? |
| 4. Support faculty/staff in their efforts to advance professionally. | C | Mediaspace; Short presentations with visuals; Best practices on Instructor-student interaction and learning; Humanizing your online class | 1. 20 Minute Mentor: How Can I build Engagement in my Online Classes through Student-created Videos? & How Can I guide Online Learning by Engaging with Students? – February 16th, 2021 |
| 5. Reinforce college-wide policy information as needed. | D | Institutional Learning Outcomes | 2. ILO presentation by Beth –Late March 16th, 2021 |
| 6. Provide opportunities for self-care & self-renewal. | E | Interpersonal training; | 3. Mental Health presentation by Rachel Cox Ravery January 19th, 2021 |

Campus Location: Worthington

Campus Leaders: Leah Gossom and Sandi Mead

| Fall Semester Goals 2020 | 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 | Differences in Learning styles based on diversity among students | Heidi Tarus-Presenting on Culturally responsive Teaching Methods |
| 2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles. | A | Minnesota State Transfer Pathway option for students pursuing a Bachelors degree in Minnesota | Mike Wesselink presenting on how the Transfer Pathway works for our students |
| 3. Provide opportunities to stay current with changing educational technology. | B | "Smart screen" Technology in teaching | Mike Wesselink presenting. |
| 4. Provide opportunities to stay current with changing educational technology | B | Using Microsoft Drive 365 for Assignments | Heidi Tarus presenting on How to use Microsoft Drive/365 for assignments |
| 5. Reinforce college-wide policy information as needed. | D | | |
| 6. Provide opportunities for self-care & self-renewal. | E | Law-enforcement-themed learning for instructors | Ron Schwint Presenting - Dropped out – too busy |

Campus Location: Worthington, cont.

| Spring Semester Goals | Related CTL Theme | Related Assessment Report Requests | Tentative Event(s) to Meet Goal |
|--|--------------------------|---|---|
| 1. Broaden awareness of student differences (diversity) that affect teaching/learning. | A | | |
| 2. Enhance and update faculty knowledge of teaching methods and practice and student learning styles. | A | Using Microsoft Drive 365 for Assignments | Heidi Tarus presenting on how she uses Microsoft Drive for assignments |
| 3. Provide opportunities to stay current with changing educational technology. | B | OER – Free materials to make a class more affordable | Kip Thorson Presenting (Kip dropped out of our campus CTL event to present at the College Duty Day) |
| 4. Support faculty/staff in their efforts to advance professionally. | C | | |
| 5. Reinforce college-wide policy information as needed. | D | Informative session on the purpose of the MnWest Foundation | Michael VanKeulen, Presenting |
| 6. Provide opportunities for self-care & self-renewal. | E | | |

Reporting – Fall 2020 Activities

Campus Location: Canby

Campus Leaders: Sara Abrahamson and Teresa Noyes

Semester: Fall 2020

| <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> |
|-------------------------------------|-----------------|-----------------------|--|------------------------|--|---------------------------------|--|
| Lockdown Browser/ Respondus Monitor | Canby / Zoom | B | Student Learning/ Evaluating Tools | 10/12/20 | 9 in Canby | Lunch: \$66.09 | Donna Hage |
| Meeting Student Basic Needs | Canby / Zoom | A | Multi- cultural training | 11/17/20 | 10 in Canby | Lunch: \$24.31 | Linda Pesch |
| Zoom Tips/Tricks | Canby / Zoom | A | Best practices on Instructor-student interaction and learning; | ? | 28 logged into Zoom, 7 in Canby | Lunch: \$51.00 | Sara / Teresa |

Campus Location: Granite Falls

Campus Leaders: Shannon Fiene and Judy Tebben

Semester: Fall 2020

| <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> |
|--|-----------------|-----------------------|---|------------------------|--|--------------------------------|---|
| Basic Needs and Insecurity on Campus | Zoom | A | Student issues/problems | 9-23-20 | 10 | \$62.90 | Jade Moore |
| New and emerging technology for work and the classroom | Zoom | A | Gamification (quizzes, Kahoot, Quizlet) Zoom features and tools | 10-22-20 | 9 | \$71.92 | Alyson & Shannon |
| Culturally competency Training | Zoom | A | Working with ESL students; diversity; ally training; | 11-16-20 | 10 | \$90.00 | See Moua-Leske |

Campus Location: Jackson Campus

Campus Leaders: Lance Bauman & Terri Pelzel

Semester: Fall 2020

| <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> |
|-----------------------|-----------------|-----------------------|--|------------------------|--|--------------------------------|---|
| D2L | Zoom | B | Educational Technology | 11/12/2020 | 16 | 0.00 | Terri Pelzel |
| Microsoft Teams | Zoom | B | Educational Technology | 12/1/2020 | 18 | 0.00 | Brad Milbrath |
| One Drive | Zoom | B | Educational Technology | 12/9/2020 | 20 | 0.00 | Steve Swift |

Campus Location: Pipestone & Luverne

Campus Leaders: Elaina Nichols & Lisa Smith

Semester: Fall 2020

| <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> |
|--|-----------------|----------------------------------|--|------------------------|--|--------------------------------|---|
| One Drive Basics & One Drive File Sharing/Collaboration hosted by Heidi H | Zoom | Goals 3 & 4 Themes B & C | One Drive, Office 365 | 9/15/2020 | 4 participants 0 surveys | None | Heidi Heckenlaible |
| 20 Minute Mentor Videos - : “How Can I Build Engagement in My Online Classes Through Student-Created Videos?” & “How Can I Guide Online Learning By Engaging With Students?” | Zoom | Goals 1, 2, 3,4 Themes A, B,C | Best practices on Instructor-student interaction and learning Teaching strategies in various courses | 10/20/2020 | 6 participants 0 surveys | Lunch - \$53.84 | Elaina Nichols & Lisa Smith |
| Student Basic Needs | Zoom | Goals 1 & 2 Theme A | Diversity | 11/17/2020 | 10 participants 0 surveys | Lunch - \$90.00 | Linda Pesch & Jade Moore |

Campus Location: Worthington

Campus Leaders: Sandi Mead and Leah Gossom

Semester: Fall 2020

| <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> |
|--|---------------------------|-------------------------------------|---|------------------------|---|--------------------------------|---|
| Heidi Tarus- Presenting on Culturally responsive Teaching Methods | Worthington Campus -ZOOM | General Teaching/Learning Pedagogy | Differences in Learning styles based on diversity among students | 10/5/20 | Unknown – it was a ZOOM presentation Number present physically - 9 | \$60.00 | Heidi Tarus |
| Mike Wesselink presenting on how the Transfer Pathway works for our students | Worthington Campus - ZOOM | General Teaching/Learning Pedagogy. | Provide opportunities to stay current with changing educational technology. | 11/20/20 | Unknown – it was a ZOOM presentation Number present physically - 7 | \$50.00 | Michael Wesselink |
| John Gossom presenting on YOGA technique and stress relief | Worthington Campus- ZOOM | Self-care/ self-renewal | Provide opportunities for self-care & self-renewal. | 12/11/20 | Unknown- it was a ZOOM presentation Number present physically - 4 | \$50.00 | John Gossom |

Reporting – Spring 2021 Activities

Campus Location: Canby

Campus Leaders: Sara Abrahamson and Teresa Noyes

Semester: Spring 2021

| <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> |
|--|-------------------------|-----------------------|--|------------------------|--|--------------------------------|---|
| 2 Zoom Choices- Smart homes How Can Understanding Dynamics Lead to Better Group Work? How Do I Infuse Equity into Any Online Class? | Jackson/Pipestone /Zoom | A, C, E | Today's technology and how the electrical students are learning to implement Ensuring equality in online courses, | 4/22/21 | No 5 participants | Lunch: \$36.50 | Lance Bauman/ 20 Minute Mentor |
| Foundation Updates | Canby / Zoom | D | College wide efforts to widen the effects of the foundation's efforts | 3/11/21 | No 5 participants | Lunch \$36.76 | Michael VanKuelen |
| Self-care for educators | Canby / Zoom | E | Caring for yourself to better care for others | 2/4/21 | No 5 participants | Lunch \$35.99 | Rachel Cox Rafferty |

Campus Location: Granite Falls

Campus Leaders: Shannon Fiene and Judy Tebben

Semester: Spring 2021

| <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> |
|--|--------------------|-----------------------|--|------------------------|--|-----------------------------------|--|
| Economic Development | Cafeteria and Zoom | C and D | Networking with professionals | 3-18-21 | 10 | \$76.89 Food | Linda Mathiason |
| Woman's Rural Advocacy Program Human Trafficking in Southwest MN | Cafeteria and Zoom | A,B | Student issues/problems | 4-1-21 | 11 | \$68.09 Food | Julie Kosen |
| Cultural Competency Training | Room 204 and Zoom | A | Cultural Responsiveness | 4-13-21 | 10 | \$150 speaker Fee \$85.98 Food | LuAnn Wood |

Campus Location: Jackson Campus

Campus Leaders: Lance Bauman & Terri Pelzel

Semester: Spring 2021

| <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> |
|-----------------------|-----------------|-----------------------|--|------------------------|--|---------------------------------|--|
| D2L | Zoom | B | Educational Technology | 11/12/2020 | 16 | 0.00 | Terri Pelzel |
| Microsoft Teams | Zoom | B | Educational Technology | 12/1/2020 | 18 | 0.00 | Brad Milbrath |
| One Drive | Zoom | B | Educational Technology | 12/9/2020 | 20 | 0.00 | Steve Swift |

Campus Location: Pipestone & Luverne

Campus Leaders: Elaina Nichols & Lisa Smith

Semester: Spring 2021

| <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> |
|---|------------------|-----------------------------|--|------------------------|--|--|---|
| Self-Awareness for Educators | Zoom | Goal 6 Theme E | Interpersonal training | 2/4/2021 | 12 participants/0 surveys | None – Lunch cancelled due to snow storm | Rachel-Cox Waverty |
| Minnesota West Foundation Services | Pipestone & Zoom | Goal 5 Theme D | Foundation-General Information & Scholarships | 3/11/2021 | 15 participants/0 surveys | \$87.53 | Michael VanKuelen |
| 20 Min. Mentor Videos: How Can Understanding Dynamics Lead to Better Group Work? How Do I Infuse Equity into Any Online Class? | Zoom | Goals 1, 2, 4 Themes A, B,C | Leadership training Diversity; Humanizing your online class Teaching strategies in various courses Teaching techniques | 4/22/2021 | 12 participants 0 surveys | \$87.53 | Lisa Smith & Elaina Nichols |

Campus Location: Worthington

Campus Leaders: Sandi Mead and Leah Gossom

Semester: Spring 2021

| <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> |
|---|--|--|--|------------------------|--|--------------------------------|---|
| Functions of the MNWEST Foundation | ZOOM access - Room 116 | Reinforce Collegewide Policy | Informative session on functions of the Foundation (collegewide Information) | 1/13/2021 | ZOOM presentation 5 physically present | \$50.00 | Michael VanKeulen |
| Using Microsoft Drive 365 for Assignments | ZOOM access-Room 116 | Online Microsoft products | General Teaching/Learning Pedagogy | 4/27/2021 | ZOOM Presentation 7 Physically present | \$50.00 | Heidi Tarus |
| 20-Minute Mentor Collection Online (Originally had Kip Thorson and OER Presentation Scheduled/Committed/He changed his presentation to the Collegewide Duty Day) | Online Individual Access (ran out of time to set up program) /Handout. | 5 Easy-To-Use Technologies in the Online Classroom | Learn about 5 technologies: Ed Puzzle, Loom, Pear Deck, Hypothesis, & Flip Grid handouts | 5/5/2021 | Online Individual Discovery Presentation- Participants unknown | \$0 | Sandi Mead and Leah Gossom |

College-wide CTL Day, May 5, 2021

Schedule

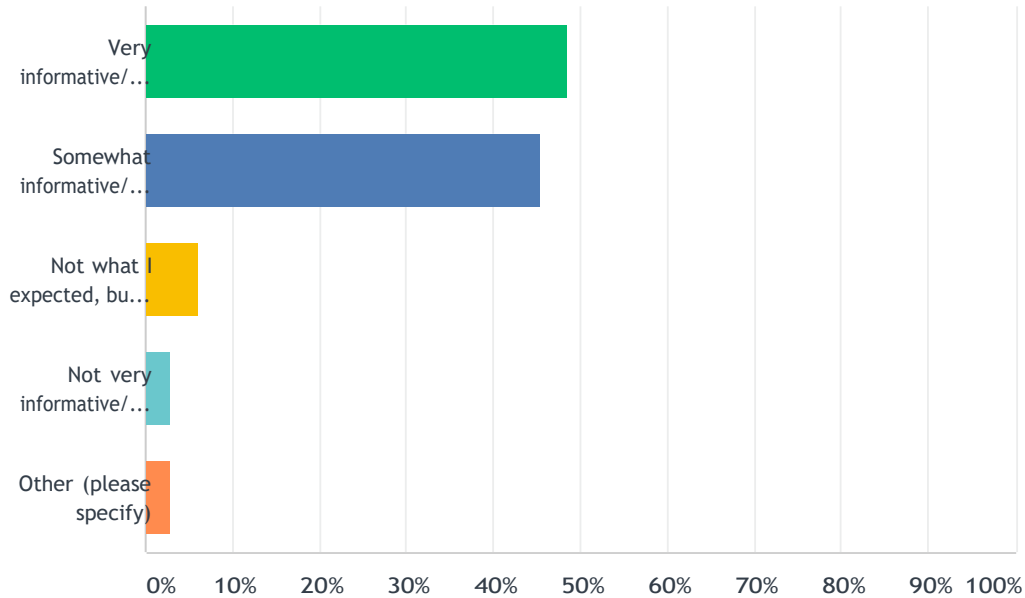
| | |
|-------------------------|---|
| 8 a.m. – 8:30 a.m. | Coffee and Light Breakfast |
| 8:30 a.m. – 9:00 a.m. | Welcome Dr. Williamson, State of the College Dr. Gaalswyk |
| 9:00 a.m. – 9:45 a.m. | Liberal Arts Faculty and Staff Marketing Discussion/Presentation Marketing Team |
| 9:00 a.m. – 9:45 a.m. | Technical Faculty Advising and Registration Tips and Strategies Katie Heronimus and Micha Armitage |
| 10:00 a.m. – 10:45 a.m. | Technical Faculty and Marketing Discussion/Presentation Marketing Team |
| 10:00 a.m. – 10:45 a.m. | Liberal Arts Faculty Advising and Registration Tips and Strategies Katie Heronimus and Micha Armitage |
| 11:00 a.m. – 11:45 a.m. | Option 1: New Technologies for Classrooms or Presentations Alyson Helgeson and Dr. Shannon Fiene |
| 11:00 a.m. – 11:45 a.m. | Option 2: Turnitin.com Gillian Singler |
| 11:00 a.m. – 11:45 a.m. | Option 3: OERs and Z-Degrees Ron Schwint, Kip Thorson, Carolyn Weber Interested in saving your students big money on textbook costs? Interested in enhancing student access to higher education? If yes, join this stimulating session to find out more about local and systemwide open access activities and initiatives. |
| 12:00 p.m. – 1:00 p.m. | Lunch |
| 1:00 p.m. – 2:30 p.m. | Presentation: Achieving Academic Equity in MinnState Institutions Álvaro Plachejo This session will introduce participants to the concept of academic equity in the context of MinnState. The presentation will begin with a theoretical component that explains the “why” of equity work, which examines the historical nature of privilege and oppression and the role that American higher education institutions have played in perpetuating that legacy of inequality. This will be followed by an applied component that engages attendees in the “how” of equity work, which discusses the specific role that educators should play in dismantling the structural disparities that are inherent to the very system in which they work. The session will include recommendations for better practices, additional resources for continuous learning and development, and specific connections between the work of faculty and the broader campus and system goals of Equity by Design and the Equity 2030 framework. |
| 2:30 p.m. – 3 p.m. | CATT Team Updates |

Survey Results – Spring 2021 CTL Day

There were a total of 34 attendees that participated in the survey.

Q1 The 10:00 and 11:00 sessions were

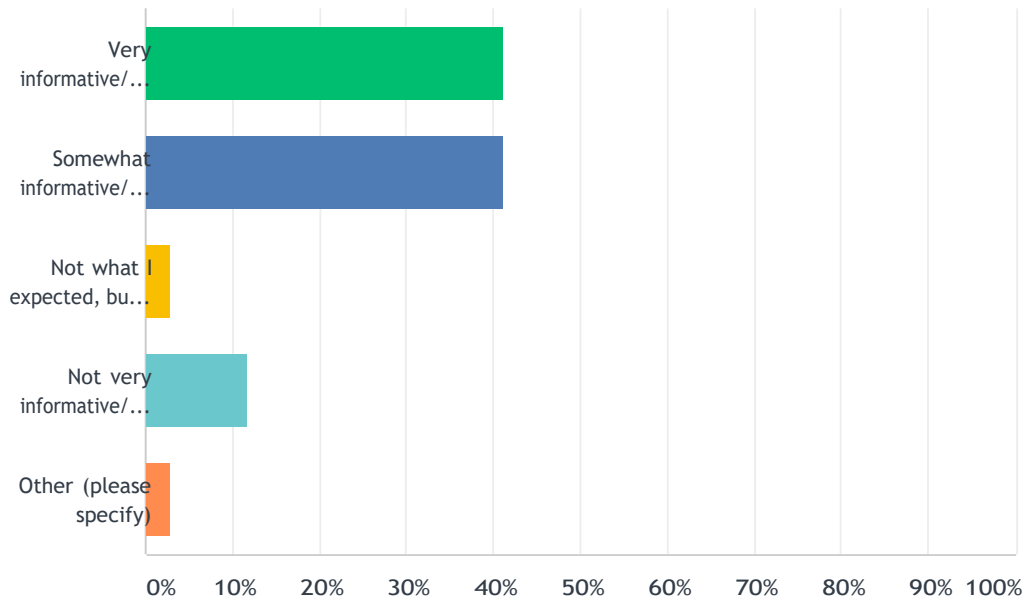
Answered: 33 Skipped: 1



| ANSWER CHOICES | RESPONSES | |
|--|-----------|----|
| Very informative/helpful | 48.48% | 16 |
| Somewhat informative/helpful | 45.45% | 15 |
| Not what I expected, but still helpful | 6.06% | 2 |
| Not very informative/helpful | 3.03% | 1 |
| Other (please specify) | 3.03% | 1 |
| Total Respondents: 33 | | |

Q2 Presentation on achieving academic equity was helpful in achieving our goals of Equity by Design and the Equity 2030 framework?

Answered: 34 Skipped: 0



| ANSWER CHOICES | RESPONSES | |
|--|-----------|-----------|
| Very informative/helpful | 41.18% | 14 |
| Somewhat informative/helpful | 41.18% | 14 |
| Not what I expected, but still helpful | 2.94% | 1 |
| Not very informative/helpful | 11.76% | 4 |
| Other (please specify) | 2.94% | 1 |
| TOTAL | | 34 |

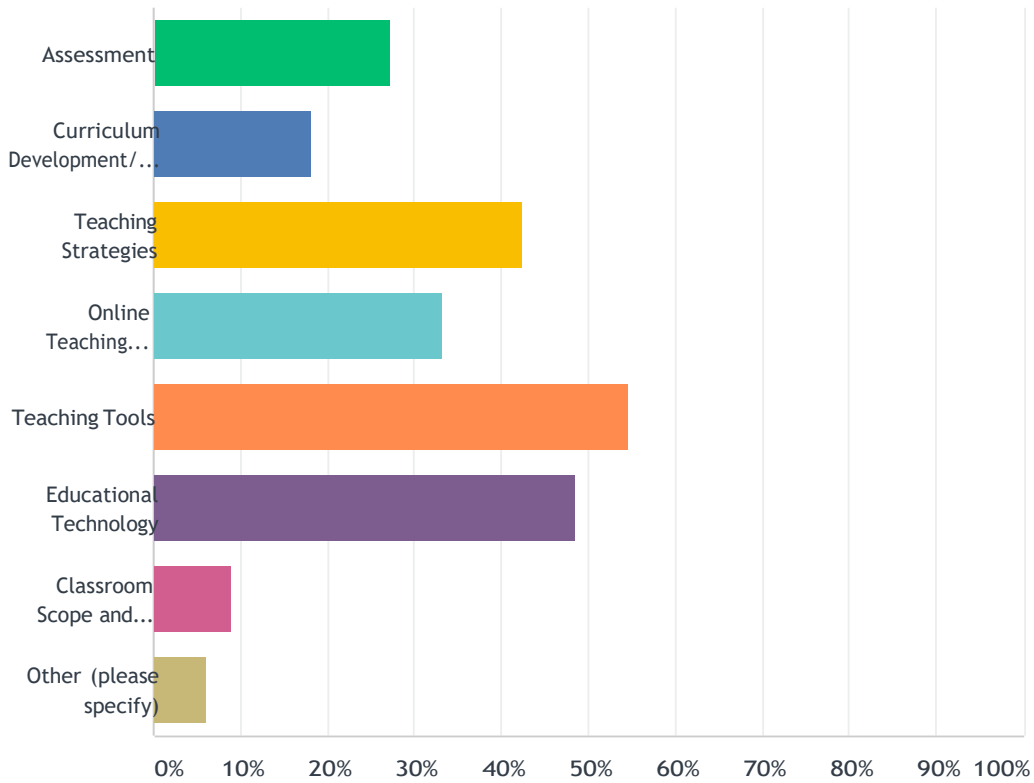
Q3 We often talk about the "one thing" that makes an event worthwhile. What is one thing you learned during CTL day that will positively impact your students and their learning? Was there something you learned that will positively impact your work? Note that you can provide more than one if you would like.

Answered: 25 Skipped: 9

| # | RESPONSES | DATE |
|----|---|--------------------|
| 1 | I took away the most from the keynote presenter, Alvaro. I appreciated his perspective to equity. | 6/1/2021 9:42 AM |
| 2 | Networking with other instructors was a great experience | 5/23/2021 12:05 PM |
| 3 | not sure yet | 5/20/2021 11:28 AM |
| 4 | Marketing | 5/19/2021 1:06 PM |
| 5 | Understanding the mentality of students with differing ethnic backgrounds. | 5/19/2021 10:24 AM |
| 6 | Nothing | 5/19/2021 8:01 AM |
| 7 | Different options for adding to online instruction | 5/18/2021 8:19 PM |
| 8 | technology tips were picked up for online/hybrid interaction | 5/18/2021 3:07 PM |
| 9 | Continued discussions on equity are thought-provoking and beneficial. | 5/13/2021 6:59 PM |
| 10 | Faculty care. They work hard. Students matter. | 5/13/2021 3:40 PM |
| 11 | I really enjoyed Shannon Fiene's presentation and the apps she shared. | 5/12/2021 2:04 PM |
| 12 | The New technologies for classrooms or presentations. Will definitely be utilizing some of the quiz and/or games to interact with students more over zoom | 5/12/2021 1:20 PM |
| 13 | Student services presentation about advising and registration. | 5/12/2021 11:37 AM |
| 14 | Many good things | 5/12/2021 10:46 AM |
| 15 | Adoption of technology discussed in the New Technologies Presentation | 5/12/2021 10:45 AM |
| 16 | not sure | 5/12/2021 10:11 AM |
| 17 | Equity Presentation | 5/12/2021 9:58 AM |
| 18 | The speaker and topic | 5/12/2021 9:51 AM |
| 19 | Turnitin features and how they apply to students. | 5/12/2021 9:35 AM |
| 20 | N/A | 5/12/2021 9:21 AM |
| 21 | Katie Heronimus and Micha Armitage provided valuable information to faculty on grading and student enrollment. The keynote speaker was also very helpful. | 5/12/2021 9:02 AM |
| 22 | Equity vs. Equality | 5/12/2021 8:51 AM |
| 23 | No one thing really stands out in my memory, I felt the entire day was extremely helpful! Thanks to everyone that put the sessions together! | 5/12/2021 8:46 AM |
| 24 | The financial aid and grading session was very informative and helpful. | 5/12/2021 8:42 AM |
| 25 | always appreciate active learning and things we can apply in the classroom | 5/12/2021 8:30 AM |

Q4 As we begin planning for next year, where would you like to see additional professional development? Mark all that apply.

Answered: 33 Skipped: 1



| ANSWER CHOICES | RESPONSES |
|---------------------------------|-----------|
| Assessment | 27.27% 9 |
| Curriculum Development/Revision | 18.18% 6 |
| Teaching Strategies | 42.42% 14 |
| Online Teaching Pedagogy | 33.33% 11 |
| Teaching Tools | 54.55% 18 |
| Educational Technology | 48.48% 16 |
| Classroom Scope and Sequence | 9.09% 3 |
| Other (please specify) | 6.06% 2 |

Total Respondents: 33

Q5 In what areas would you like to see additional training?

Answered: 21 Skipped: 13

| # | RESPONSES | DATE |
|----|--|--------------------|
| 1 | It was all very informative | 5/23/2021 12:05 PM |
| 2 | communication methods | 5/20/2021 11:28 AM |
| 3 | Respondous | 5/19/2021 1:06 PM |
| 4 | D2L | 5/19/2021 10:24 AM |
| 5 | Office 365 and all its tools | 5/19/2021 7:53 AM |
| 6 | More discipline specific | 5/18/2021 8:19 PM |
| 7 | Technology to help with online/distance/hybrid teaching scenarios | 5/18/2021 3:07 PM |
| 8 | D2L Tools - Rubrics, Widgets, Intelligent Agents Cultural Relevant Teaching practices Ally Training Diversity Training Office 365 (OneDrive, OneNote, Sway, etc.) Using Headings in Word for Accessibility Using Open Educational Resources (OER) Incorporating Service Learning Using Quality Matters (QM) Intentional Course Mapping Creating an Accessible Course Using Universal Design for Learning (UDL) | 5/18/2021 1:38 PM |
| 9 | Open pedagogy. The use of OERs | 5/13/2021 3:40 PM |
| 10 | Nothing I can think of... | 5/12/2021 2:04 PM |
| 11 | Some more training for the business management programs. We utilize some of the items that were discussed, but the marketing meeting and turnitin.com for example were two programs that weren't able to gain anything from. | 5/12/2021 1:20 PM |
| 12 | D2L and ITV | 5/12/2021 11:37 AM |
| 13 | professionalism in the workplace | 5/12/2021 10:46 AM |
| 14 | none | 5/12/2021 10:11 AM |
| 15 | Inclusionary topics | 5/12/2021 9:51 AM |
| 16 | D2L training | 5/12/2021 9:35 AM |
| 17 | N/A | 5/12/2021 9:21 AM |
| 18 | Equity | 5/12/2021 8:51 AM |
| 19 | Advisory committee meetings, recruiting strategies | 5/12/2021 8:46 AM |
| 20 | Online teaching, student engagement and interaction. | 5/12/2021 8:42 AM |
| 21 | zoom microsoft applications | 5/12/2021 8:30 AM |

Minnesota West (local) professional development opportunities

- **D2L training** – Contact Carolyn Weber or any member of the CATT Team
- **Office 365 Tips** (Email, Word, Excel, PPT, One Drive, Etc.) – Contact Heidi Heckenlaible
- **Cultural Competency** – Book Group – meets every other week. Contact Kayla if interested.
- **Teaching with D2L Course** – repository of information for self-paced learning (contact Carolyn Weber if you need access to that course)
- **LARC Tutorials and Resources** (lots of great tips and overviews):
<https://www.mnwest.edu/larc/tutorials-featured-resources>
- **Resources:** There are many people who have expertise in many areas – don't hesitate to reach out to your colleagues and ask questions. The Campus Academic Technology Team (CATT) have lots of members with specialties.

Minnesota State (system office) professional development opportunities

Minnesota State System office staff organize one-hour, monthly web conference sessions that are open to all individuals from Minnesota State campuses to discuss topics related to academic technologies. A list of opportunities can be found at

<https://mnsu.sharepoint.com/teams/so-catt>