

Center for Teaching and Learning Report

Cummulative Annual Report, 2006-7: Minnesota West Community and Technical College

Introduction

This reports summarizes the activities of Kayla Westra, CTL coordinator and instructional designer for Minnesota West Community and Technical College, as well as the activities of the Center for Teaching and Learning (CTL) campus leaders, Judy Tebben (co-leader, Granite Falls), Pete Girard (co-leader, Canby), Debra Peterson (co-leader, Canby), Jackie Lage (Pipestone), Rita Miller (Worthington), Laine Rieger (co-leader, Granite Falls), and Serena Totzke-Johnson (Jackson).

This report details progress on the goals and objectives set forth at the beginning of the year. Reports for the five CTL campuses are listed in this document as appendices.

The CTL goals have been met, exceeded, or modified based on need. Because of the work this year by the CTL, student learning has been supported through advanced teaching methodologies such as peer to peer learning and active learning activities (face to face and online), additional technical support, and additional needs-based training for faculty.

Faculty have embraced more active learning strategies and are utilizing these in their online, interactive TV, and face to face courses. Continued technology assistance has been provided for using Desire2Learn, the MnSCU course management system. All Minnesota West online and web-enhanced courses are offered in this system. Many faculty are enhancing their on ground courses and providing grades and content online to supplement their courses.

This technology support has also improved the academic support for students and faculty by improving the “virtual” campus for online students, increasing support for interactive TV courses, and providing additional resources for enhanced face to face classes.

Kayla Westra, Instructional Designer, ensures that students and faculty have access to pertinent information. The Instructional Designer works with faculty on pedagogy (online and face to face) and teaching strategies and techniques in both group and individual situations. Kayla Westra coordinated CTL college-wide during the 2006-7 year. This faculty position reports to the College Provost, Diane Graber.

CTL LEADERSHIP

Minnesota West's CTL mission is to continually support and empower faculty to enhance instructional effectiveness and student academic achievement. Kayla Westra is also the CTL Coordinator for the five Minnesota West campuses. The campus leaders are listed below.

Judy Tebben, CTL Co-Leader, Granite Falls Campus

Pete Girard, CTL Co-Leader, Canby Campus

Deb Peterson, CTL Co-Leader, Canby Campus

Jackie Lage, CTL Leader, Pipestone Campus

Rita Miller, CTL Leader, Worthington Campus

Laine Rieger, CTL Co-Leader, Granite Falls Campus

Serena Totzke-Johnson, CTL Leader, Jackson Campus

Minnesota West Community and Technical College operates on goals established by an integrated Academic and Student Services Master Plan, Strategic Plan, Chancellor's Workplan, Facilities and Technical Plans, and Distance Learning Plan. The recent study for The Higher Learning Commission and major grants also indicate specific educational goals. The sophisticated planning which exists for Minnesota West requires a well-educated, participative, and well-trained faculty who respond in a creative, skilled way to goals of the College and needs of the students.

Recent strategies by the College to make education more accessible through technology provide the framework, but the faculty who plan and implement the goals for CTL are the key to success. The CTL leader partnership has cited goals which are meant to improve all faculty teaching and learning. The activities and achievements of the faculty then positively impact student learning and achievement.

The administration fully supports the goals developed by the campus CTL leaders and college coordinator. A number of goals derived from institutional planning provide the foundation for CTL activities including:

- *Utilizing Best Practices for faculty delivery of all courses and programs (Master Academic and Student Services Plan 2006-8).*
- *Determining faculty needs - (Master Academic Plan).*
- *Provide technical knowledge/training (Master Academic Plan).*
- *Provide faculty with instructional designer (Master Academic Plan).*
- *Goal 16 of MnSCU Strategic Plan - recruit and invest in excellent faculty, staff and administrators.*
- *Strategic Direction three of the Minnesota West Strategic Plan - "The College will provide instructional development activities".*

Objectives

CTL GOALS - ALL CAMPUSES

Minnesota West's Center for Teaching and Learning (CTL) leadership team met virtually to outline a college-wide plan for faculty development. Listed below are the agreed-upon leadership team goals and specific information for each. Minnesota West's Center for Teaching and Learning (CTL) team has a continuing college-wide plan for faculty development. Listed below are the agreed-upon leadership team goals and specific information for each.

- 1) Hold workshops that emphasize pedagogy and teaching strategies:**
 - a) Provide course design/redesign information to faculty, as well as build on active learning techniques from previous years.**
 - Continue offering/developing an additional course design/redesign workshop –offered online summer 2006 and included eight faculty. Another course will be offered during the summer 2007 session. This course will be on teaching using online resources (for both online and face to face faculty). Twenty faculty signed up for summer 2007 session.
 - Provide additional resources in resource center (housed in D2L and in physical campus resource centers). Continue to add electronic resources and purchase books for each campus.
 - Encourage use of strategies through positive modeling and examples.
 - Offered workshops at February duty day to show practical application of teaching strategies. (See duty day schedule and workshops at end of report.)

- 2) Provide training on technical areas to faculty.**
 - a)** Offered workshops in coordination with Director of Technology and campus technology coordinators. Workshop offered on four of five campuses.
 - b)** Topics covered included a variety of software and system issues, using e-mail effectively, file management techniques, portal information, ISRS information, D2L information, and computer maintenance (including virus software).

- 3) Teaching with Technology training.**

- a. Workshops were held as needed on key areas within D2L on all five campuses (some campuses may hold more than one workshop). Both CTL leader and campus CTL leadership lead/participated in these workshops. Some campuses did brownbag sessions.
- b. Faculty provided training to each other with materials provided by Kayla Westra or developed on each campus to encourage communities of practice.
- c. Topics covered are appropriate for traditional (enhanced), ITV, or online courses and instructors. Topics included D2L, using Powerpoint, and other instructional technologies.
- d. Each campus has video editing equipment provided through the RUS grant project. During summer 2006 break, two specific training sessions were held. Twenty faculty attended. Another session was held in November at SMSU and attended by an additional six faculty.

4) Build college-wide cohesiveness among faculty and staff across the five campuses. (Ongoing goal each year.)

- a) Planned and conducted one college-wide event (planned for February 16, 2007) on the Worthington campus. Eighty-seven faculty attended.
- b) Explored stronger linkages between Health & Wellness committee activities and CTL activities on the campuses. Nursing faculty are working on a Health Watch web site for information for students, staff, faculty, and administrator.
- c) Included/invited staff and administration to CTL activities.
- d) Continued the use of technology for sharing faculty development information across campuses using D2L and email.
- 3f) Encouraged participation by adjunct instructors.

5) Take advantage of state-wide CTL leader training opportunities.

- a) Maintained diligence in communicating with the state CTL office via emails, phone, etc.
- b) CTL campus leaders attended fall and spring leadership workshops.
- c) Many faculty participated in weekend seminars and conferences as applicable, with several presenting at conferences.

6) Coordinate information exchange and leadership among campus CTL leaders.

- a) Met as needed per year via video conferencing and in face-to-face situations.
- b) Encouraged cross campus exchange of workshops and training opportunities.

CTL LEADER GOALS

Kayla Westra

Goal 1 – Active Learning Strategies

Continue to assist faculty with incorporating active learning strategies in their teaching. As a result of campus CTL leaders' work with faculty, faculty will be encouraged to consult with Kayla for assistance in incorporating new teaching and learning strategies in their courses.

Assessment of Goal 1:

1. Communications/tips were sent to faculty via email.
2. Individual faculty consultations were held as requested. New adjunct and full-time faculty were the focus of these meetings.
3. New teaching methods or pedagogy standards to innovatively enhance student learning were distributed. *Note that CTL leader may not require faculty to incorporate methodology into teaching.

SUMMARY: The use of communities of practice has continued to increase during the 2006-7 school year. Faculty are helping each other learn tips and techniques to increase the effective use of technology for teaching purposes. Technology in teaching sessions were held, such as additional D2L training, and campus sessions on topics such as D2L and Powerpoint.

Goal 2 - Course Design/Redesign

Continued to assist faculty with redesigning courses or designing new courses that align the objectives, teaching strategies/activities, and assessment/outcomes. This effort began in the Summer 2005 and will continue through Summer 2007.

Assessment of Goal 2:

1. Workshops held in July 2006 and online through summer 2006.
2. Individual faculty consultations were held as requested. New and adjunct faculty were the focus of these discussions and meetings.
3. New teaching methods shared which innovatively enhance student learning. Note that the CTL leader may not require faculty to incorporate methodology into teaching.

Another course will be offered during the summer 2007 session. This course will be on teaching using online resources (for both online and face to face faculty). Twenty faculty signed up for summer 2007 session.

Goal 3 - CTL/Assessment Coordination

Assist campus leaders with organizing and coordinating workshop ideas. Provide materials for training and coordinate physical resources. Survey college faculty at end of year to 1) identify future training needs and 2) assess how well workshops assisted faculty in preparing materials, assisting students, overall teaching effectiveness, etc. CTL coordinator is also the assessment coordinator for the college. Assessment information obtained from division chairs and analyzed for specific training issues. These issues are then covered at all day duty day or passed on to campus CTL leaders for handling.

SUMMARY: College division chairs providing direct feedback through faculty self-assessments on training needs. Surveys conducted. Will continue to work with faculty to ensure that needs are met through additional training and workshops.

Activities – Kayla Westra

Consultations

Consulted with groups and individuals on all campuses. Topics covered included:

- Desire2Learn
- Active learning strategies for traditional and online courses
- Instructional design issues
- Pedagogy
- Student motivation
- Academic honesty
- Peer to peer learning
- Collaborative learning
- Managing course workload
- Incorporating multimedia
- Finding resources to enhance courses

Workshops/Training

Training sessions were held on the following topics:

- Offered training sessions on D2L as requested
- Offered teaching with technology workshops.
- Offered information at new faculty workshop

- Provided informational sessions on using multimedia equipment.
- Attended D2L training through MnSCU.

Two D2L workshops are scheduled for summer 2007. An online course about teaching online will be offered to faculty during June and July 2007.

Committee Representation

- Worthington campus faculty president.
- Participated in search committee/faculty position.
- Coordinated CTL activities college-wide.
- Participated in the e-Services Task Force.
- Participated in D2L statewide advisory group.
- Scheduled to present at RSP/iTEACH conference (rescheduled for June 2007).

Results – Kayla Westra

Faculty development occurred for approximately 80 percent of our UFT/UPT faculty in relation to instructional design and online instructional issues. Perception of faculty is that there is training available and resources for them to use. Faculty have embraced using D2L to support ITV and face to face classes, as they see the benefits in time and communication with students. Faculty who teach online are learning ways to incorporate active learning into their courses.

Quality in online courses continues to improve. Adjunct courses and new online courses are peer reviewed before offered. Faculty understand that students want to be engaged with the content, the instructor, and with other students. Faculty understand that their role online is more of a facilitator and less of a lecturer. Faculty understand benefits of peer to peer learning situations.

Faculty have developed intercampus and intracampus communities of practice to support each other and solve instructional issues. These communities focus on learning strategies, pedagogy, student learning outcomes, and enhancing course materials. Faculty are assisting each other with instructional design issues in informal settings (work rooms, hallways, offices) in addition to attending formal training sessions. Faculty are proactively seeking assistance in regard to instructional design activities.

Faculty continue to look for new ways of engaging students in the classroom, whether it is using multi-media, peer learning opportunities, group projects, portfolios, or other learning pathways in order to achieve positive learning outcomes

To assist students, Minnesota West faculty developed an Introduction to Online Learning course, which is a free, non-credit course available to any student at Minnesota West who is taking an online course. This course is also available to any Minnesota West student who is taking a web-enhanced course (traditional course

with a web site for additional course materials). This course is particularly useful for the student who takes all of his or her classes online and is not geographically close to a campus where he or she can stop at an academic success center for assistance. Over 650 students have completed all or part of this course since its inception. Two Minnesota West faculty monitor the course and respond to student questions and concerns about online learning. The course is offered year round.

Discussion

- Continue to build on successes of 2006-2007 in campus relationship building.
- Continue to assess faculty development needs and offer training that is desired as well as required.
- Continue to visit other campuses to encourage participation and learning.
- Continue to meet as a group (CTL) to enhance opportunities college-wide.
- Continue to promote communities of practice.

Budget Narrative

Funds from the CTL budget were used for a college-wide faculty development day, February 16, 2007, on the Worthington campus. Texts were purchased for faculty use. Any remaining CTL funds not used for summer workshops will be carried over into next year's budget.

Planning for 2006-7

Planning for the coming year has begun. The coordinator and five campus CTL representatives will communicate using email to review 2007-8 goals and discuss workshops and planning for 2007-8. Kayla Westra, Instructional Designer and English Instructor, will be coordinating the group in 2007-8.

The group will be meeting in August (face to face) and then via email to finalize goals for 2006-7. Also, the results of faculty surveys to be done in late August/early September will be reviewed. The final plan for 2007-8 will be turned in by October 1, 2008. This plan will provide specific goals and timelines for CTL activity in 2007-8.

Additional information

Five campus CTL reports which outline activities on the various campuses are available in the appendix.

CTL REPORTS - CAMPUSES

Canby – Pete Girard, co-leader

Deb Peterson, co-leader

Goals

Canby Campus - Pete Girard and Deb Peterson

Person(s) Responsible	Activity	Scheduled Date	Completion Date
All Faculty	Participate in the all-campus fall faculty in-service to review and assess current use of PowerPoint in the classroom.	August 06	August 06
Deb Peterson	Interested faculty will meet for one hour, two times per week to build a web enhanced and/or an online course. The group will meet on Monday and Wednesday at noon.	September 06 - December 06	
Nadine Sorby Kayla Westra	Review RUS Grant Multimedia Equipment utilization.	November 06 March 07	
Dale Garbers	Brown bag tour of the remodeled Wind Energy classroom and lab	October 06	
Kayla Westra John Roos Nadine Sorby	An overview/update on technology issues, including portal, NetStorage, D2L	October 06	
Crystal Strouth Micha Armitage	Refresher on reading the Degree Audit Report	February 07	
Peter Girard	Schedule and implement Fork Lift Training through Custom Training for Faculty requiring renewal	October 06	
Jim Brewers	Coordinate through the Safety and Health Committee a CPR class for Faculty and Staff.	March 07	

Canby Campus

CTL Annual Report of Activities 2006-07

Co-Leaders: Peter Girard and Deb Peterson

Faculty Development Leadership:

During a fall administrative day, the faculty gathered to identify areas for improvement. Faculty prioritized, and Peter and I identified a schedule for on-going implementation. The goals that the campus faculty identified were consistent with goals identified by our College administration and other CTL team leaders at other campuses.

Because we are a smaller campus, word of mouth has been an effective means through which to discuss additional activities and discuss our strengths and weaknesses in our program's structure. In addition, the CTL web site was frequently referred to when meeting with faculty who had a particular educational need. Email and again, hallway conversations, were a primary method of dissemination of informational resources.

In coordinating these activities, Peter and I identified the activities and completed the necessary coordination of the event. Because we wanted to capitalize on our internal knowledge base, the majority of our activities entailed hands-on learning presented by our co-workers and peers.

College-wide CTL leaders collaborated with Administration in the delivery of the college-wide faculty duty day, February 07. In addition, the Canby campus CTL had listed as a goal the delivery of CPR/FA training. When the campus received defibrillator equipment that Administration wished to have individuals trained in, it was decided to incorporate the CPR/FA refresher with the defibrillator training.

Since Mr. Girard and I were sharing the leadership responsibilities, he attended the fall leadership conference and I attended the spring. Since this is my first year of involvement with CTL, I found myself thoroughly engaged in the spring conference. In addition to the leadership conferences, Peter and I both attended a CTL sponsored workshop involving the use of multimedia in the classroom.

Activities and Programs Supported by CTL at the Canby Campus:

Fall Workshop Training:

Canby faculty participated in the Fall 06 in-service on August 21, Worthington. The keynote presenter discussed effective techniques to employ when using Powerpoint within our classrooms. Faculty evaluation facilitated on-site.

D2L Training:

Peter Girard, Judy Drown, Teresa Noyes, Dan Prust, Chuck Knollenberg met in the computer lab, starting September 25, 2006. Prior to their attendance, they had requested that Kayla Westra establish a development site for them. Below is a summary of

activities completed during the course of two months. Deb Peterson facilitated the learning.

There was one significant observation that was made about the mini-sessions together. While Deb Peterson typically started the discussion, she rarely ended them. It soon became apparent that “one person’s strength was another person’s weakness.” We found it to be a beneficial experience in terms of “mentoring” each other. The sessions often began as a conversation and end in conversation on alternative approaches not only to D2L instruction but also to the traditional classroom instruction. Everyone who completed evaluations on the D2L series indicated that the activity was very beneficial to them in their classroom development.

Review of Technology

Present: Peter Girard, Dan Carlson, Judy Drown, Dale Garbers, Chuck Knollenberg, Teresa Noyes, Deb Peterson, Dan Prust.

On Tuesday, October 3, John Roos, Kayla Westra, and Nadine Sorby met with faculty to discuss (1) existing technology available and its use and (2) a look down into the future and what we can expect happening with our technological resources. Among the many topics discussed were Jaywalk’s many opportunities, D2L, Groupwise, and impending security issues mandated by MnSCU.

CTL provided lunch so that all faculty could attend.

Wind Energy Program Review

Present: Jim Brewers, Dale Garbers, Judy Drown, Dan Prust, Teresa Noyes, Peter Girard and Chuck Knollenberg.

On November 1, Dale Garbers, program instructor, met with faculty to (1) tell us about the program, (2) explain how a wind produces electricity, and (3) give us a tour of the new lab and the wind tower.

CTL served a brown-bag lunch so that everyone could participate.

Assessment

Present: Jim Brewers, Judy Drown, Dan Prust, Teresa Noyes, Peter Girard, Chuck Knollenberg, and Deb Peterson

On January 5, 2007, Admin Day, Ms. Vonnie Schafer presented a one-hour review of assessment via ITV from Granite Falls. Ms. Schafer’s presentation dealt with the need to do continual informal assessment of to determine if teaching goals were being met. Instructors completed a teaching goal inventory and various activities were presented as options to consider.

Evaluations were completed and submitted to the Granite Falls campus.

CPR, First Aid, and Defibrillator Training:

Present: Dale Garbers, Jim Brewers, Chuck Knollenberg, Peter Girard, Deanna Burlingame, Teresa Noyes, Judy Drown, Janet Full, Paulette Wiesen, Micha Armitage, and Nadine Sorby.

On February 27, 2007, Becky Weber coordinated the delivery of a CPR, First Aid and Defibrillator training program for all staff and faculty. The event was well received by the faculty and staff that attended. While this was a CTL agenda item, it was developed and delivered by Administration. No evaluations were completed.

File Management:

On April 19 and 24, Deb Peterson met with interested faculty members in the computer lab. File management was presented for Microsoft Office and Groupwise. Participants had access to their data and were able to develop a system that worked for them during the session.

Plan of Activities for Next Year and Reflection:

When Peter and I met to review our activities for 2006-07, we patted each other on the back noting that we had done many diverse activities this year. In our reflection, we both felt that the D2L Get-togethers were the best because everyone was engaged in the learning process and the teaching by sharing our individual expertise with the rest of the campus faculty.

On May 4, we met with faculty together to address needs for CTL activities for 2007-08. Our assumptions on the D2L mentoring bore true with the rest of the faculty; we will plan to implement the group mentoring aspect that we found effective with the D2L activities. One of our goals will be a series of meetings in Fall 07 that will address the Best Practices that each of us have found to be successful in our classrooms. Some of the faculty ideas entertained for next year includes:

- Continued D2L support and updates on the D2L changes
- Best Practices in the Classroom
- Multi-media equipment technology training
- Video development
- Advanced PowerPoint development
- Current and future technology workshops
- The campus programs will be getting new classroom instructional technology.
- Computer DVD

A shared speaker, Michelle Deck, with the Granite Falls campus.
Pursue additional shared presentation with SMSU.

Development of library resources.

In addition, we have emailed our Dean of Technology and our Academic VP to ascertain their input into our campus faculty growth needs and identification of College goals and objectives for faculty. Once this input has been received, we will present this to all faculty for discussion next fall and finalize the agenda.

Budget Summary

The Canby Campus CTL group started the year \$1,241.16. We contributed \$100 to have David Yearwood present at the Fall Faculty Workshop and \$284.27 in food-related expenses.

Next year's budget plan incorporate \$300 for food expenses, \$250 - \$300 presentations (Fall workshop and Michelle Deck). We would like to also review and expand our library resources for CTL.

Five Questions – Canby Campus

Using a Likert scale-

Rate your interest in learning more about grant writing.

Rate your interest in learning how to create a web page for your program.

Rate your interest in participating in a wellness program.

Rate your interest in learning more about file management and email efficiency.

What is your preferred method for receiving CTL information?

Granite Falls Campus – Judy Tebben and Laine Rieger, co-leaders

Goals

1. Familiarize campus faculty with redesigned program facilities.
 - Brown bag tour of new Robotics lab.
 - Brown bag tour of new Renewable Energy lab.
2. Attend all-campus workshop to learn to use Power Point effectively in classroom presentations and incorporate into online learning .
3. Conduct workshop to increase campus faculty use of Groupwise features, beyond e-mail. Use of calendar, address book, folders, tasks, appointment scheduling, etc.
4. Enhance assessment techniques for campus faculty by inviting CTL Faculty Development Coordinator to present seminar on campus.
5. Increase efficiency on all campuses through workplace organization by securing presenter for 2008 CTL admin day, possibly Elizabeth Hagen, Organize with Confidence
6. Gain knowledge of RUS Grant Equipment function by holding a training session to be led by faculty currently using the equipment.

CTL Campus Leaders Annual Report Granite Falls Campus

Laine Rieger and Judy Tebben

Executive Summary

At the Granite Falls Campus of Minnesota West Community and Technical College, we facilitated a variety of activities. We participated in activities with our four other campuses in a fall and spring administrative day. During each of these days, we collaborated with other campus CTL leaders to conduct workshops on varied topics. Some of these topics included: Grant Writing, Effective use of Power Point, Collaboration with High Schools, New Programs, Incorporating video into D2L courses. We also facilitated an assessment workshop presented by Yvonne Schafer, CTL Faculty Coordinator, which we shared via ITV with all Minnesota West campuses. Other CTL activities included a tour of our new chemistry lab with a presentation by the Renewable Energy Instructor and a question and answer session with the college financial aid director. The final event of the year was a luncheon provided for the faculty and staff to thank them for their hard work throughout the year. At this luncheon, the faculty met for a wrap up session in which each faculty member shared a teaching strategy that they had implemented during this school year.

Summary of Faculty Development Leadership

Assessment was done in four ways. A faculty CTL Survey was completed at the August 22 Administrative Day to determine priorities for the year's activities/workshops. In this survey, faculty was also asked to consider what days and times they would be available to attend CTL events. Another survey/questionnaire was disseminated after the February 16 all campus CTL day. The results of this instrument indicated 90% of respondents were in favor of retaining this day as CTL planned vs. administration planned. In May, CTL leaders distributed another questionnaire to determine the faculty's satisfaction with the workshops offered. The questionnaire also asked faculty to offer ideas and suggestions for next year. According to the results of this questionnaire the most effective workshops held in the 2006/2007 school year were the brown bag tour of the new Renewable Energy Lab with the demonstration of RUS equipment, and the wrap up session in which teaching tips and challenges were discussed. Some ideas and suggestions for next year include: a hands-on session on building program Web pages, refresher CPR/First Aid/AED training, and offering faculty the opportunity to attend RSP/ITeach as an alternative to the present February administrative day.

Collaboration is a strong point for our campuses. The five campuses work together to create two full-day sessions for all faculty. Dr. Graber and campus CEOs/managers support our activities by presenting at workshops, allowing time for CTL activities on administrative days; and they also help by providing additional funds to supplement some of our activities. Our Campus CEO, John Joosten, is tremendously supportive of CTL efforts, and participates in most if not all of our workshops. He also assists CTL leaders in passing along information as well as implementing strategies learned at conferences and workshops. Mr. Joosten, as well as our campus information specialist, Brad Christensen, helped us share our Assessment presentation in a multi-campus ITV arrangement.

C, D, E. Resources we provided to the campus include a CTL Library including books and videos, information on CTL events both on campus, on other Minnesota West campuses and statewide. We also provided informal networking opportunities through discussions in the faculty lounge and at division meetings. Information is disseminated through e-mail, face to face, posters, and flyers placed in faculty mailboxes. Attendance at statewide events was a weak area. The leader designation process utilized was a campus-wide e-mail from the CEO, which invited anyone interested in being a CTL leader to contact him. There were only two people who were interested and they were designated as CTL co-leaders.

F. Both Judy and Laine attended the Fall CTL Leader's Workshop. Both leaders also were registered for the Realizing Student Potential conference but this activity was canceled due to inclement weather. Laine also attended the Spring Leader's Workshop. The ideas proposed by CTL staff and other CTL leaders were valuable in providing new ideas to discuss at CTL events as well as new and interesting ways to increase attendance in CTL activities.

List of Activities and Programming

Administrative Day on the Worthington Campus 8/21/06. Workshop topics included: effective use of Power Point, mentoring, and under prepared students. It was a required duty day so attendance was good.

Brown bag lunch and tour of new chemistry lab with a presentation by Duane Carrow, Renewable Energy Instructor, on November 1, 2007. Also presenting at this event was Brad Christensen, our information specialist, who demonstrated current as well as possible uses for the new RUS Grant Video Editing Equipment.

Assessment presentation by Yvonne Schafer, CTL Faculty Coordinator, January 5, 2007. This presentation was facilitated by the Granite Falls CTL leaders for Granite Falls faculty, and shared via ITV with interested faculty on the other four Minnesota West campuses. Ms. Schafer presented new ideas for assessing in both on-campus and online courses. Breakfast was prepared by a faculty member and served to both faculty and staff. 10 faculty members attended this workshop.

February CTL Day was held on the Worthington Campus on February 16, 2007. The Worthington CTL did most of the planning and organizing for this event. Paul Carney spoke on college readiness and partnering with high schools. Other break out sessions included: dealing with disruptive students, helping students with learning disabilities, awards of excellence, community partnerships and collaborations, and technology. This was a required duty day so attendance was good.

Minnesota West Community and Technical College Financial Aid Director, Marcia Rose, answered faculty questions at a question and answer session on March 28, 2007. Each faculty member provided a question regarding financial aid. The faculty questions were answered by Ms. Rose and all faculty names were entered in a drawing for various gifts provided by CTL. Number of faculty attending: 7.

CTL Wrap-up session—Sharing Teaching Tips. Prior to this session we distributed a light bulb cut-out and asked each instructor to write and bring a “bright” idea to share. This was an excellent opportunity to share both challenges and successes. Pizza, veggies and dip, and cake were served to faculty and staff in appreciation for another year of service. Number of faculty attending: 10. Crackers and Cheese, Fruit, Vegetables and dip, and desserts were included at some of the CTL workshops/activities.

Plan for Activities

In response to surveys (90% return rate), some of the items faculty would like CTL to consider offering are:

Refresher CPR/1st Aid plus AED

Hands-on workshops to learn Web page building for individual program marketing

Facilitation of attendance at RSP/ITeach as an alternative to February Administrative Day

Our present system of informing faculty is effective. We will continue to utilize e-mail, flyers around campus, table tents in the faculty and staff lounge, and our most effective method, personal invitations.

Five Goals for building a strong program that were brainstormed at CTL Spring Leaders Workshop:

Survey faculty for needs

Work for a common hour to lessen conflicts and increase attendance

Work for a common calendar so we can coordinate with SMSU and offer more programs

More long-range planning

Obtain inspiring speaker to alleviate burn-out

Scheduling is often a challenge because of heavy teaching loads. According to our preliminary survey in August, Wednesday afternoons at 3:00 is a common time when most of our faculty indicated that they would be available. At the May wrap-up session, faculty indicated that Tuesday at noon would be a preferred time for 07/08.

Conclusion

Attendance at CTL sponsored events was not as high as previous years. The feedback received was that while there is a great deal of interest in faculty development, finding a time for sessions that don't conflict with classes is our biggest challenge. The May surveys provided many new ideas for the 07/08 programming. The high response rate and novel ideas are indicative of faculty engagement in CTL-sponsored events.

Budget Statement

Carryover 05/06:	655.63
Revenue CTL Grant:	500.00

	1155.63
Expenses:	
Speaker	100.00
Food	280.00
Travel	167.25
Supplies/Door prizes	64.57

Total Expenses	611.82
Carryover into 07/08	543.81

Granite Falls' five questions:

1. What is your preferred method for receipt of CTL information?

For the following, using a Likert scale:

2. Rate your interest in learning more about grant writing.
3. Rate your interest in learning how to create a web page for your program.
4. Rate your interest in participating in a wellness program.
5. Rate your interest in learning more about file management and email efficiency.

Jackson Campus – Serena Totzke-Johnson, leader

Goals

Fall Semester

Increase the awareness of resources available through CTL: CTL will provide informational updates throughout the year on these resources.

Improve Faculty Wellness:

I will have a fall session and spring session on short informational wellness topics.

Schedule a Monthly Blood Pressure screening for faculty and staff. Promote and follow through with the implementation plan of the onsite defibrillators.

New Faculty:

We are scheduled to have a new program and new faculty this year on Jackson Campus. CTL will do assist the new faculty as needed to familiarize themselves with their new duties.

CTL Resource Room: CTL was designated a room for housing resources and the CTL library along with workspace. We will work this fall in developing this area as well as promoting it to faculty.

Communication:

*CTL will continue to receive communication from the state level and distribute and post as necessary through our communication board and faculty meetings.

*Host Face-to-Face “chat room” once a semester for open discussions on assigned topics relevant to classroom issues.

Farm management: Work with Mike Dierks and Sue Lovell to develop ways to reach Farm Management faculty as well as identify their own needs.

Mini topics we can focus training time on during available monthly faculty meetings or duty days.

Fall Semester

- New kid on the block “Cosmetology” – Educate faculty on our newest program on campus.
- Program/personal Web pages – “Act Two” pick up where we left off last year and see where we are going.

- D2L - "The mission continues" have an application workshop.

Spring Semester

- RUS equipment - "Hands On"
- "Time after Time" - Time management and organizational skills; make the most of it!
- Course Redesign and overview - "What does your future look like"

CTL Annual Report – Jackson Campus Serena Totzke-Johnson - MSCF

Executive Summary

CTL activities specific to the Jackson Campus of Minnesota West Community and Technical College consisted of various actions to focus on this years campus goals that related to our technical courses and programs.

In addition, we continued to work on our "College wide" goals locally on our individual campus and as a whole during our Admin/ Faculty meetings we had on various campuses.

Activities and Programming

August 21, 2006 was the big Campus wide CTL sponsored Administration Day. We opened with an outside speaker, Dr. David Yearwood. He did a great presentation on using PowerPoint for quality learning. The afternoon was scheduled with different break out sessions utilizing faculty from all of the campuses so individuals could go to workshops that focused more on their own programs or areas they had an interest in.

The following duty day for Jackson Campus, was also sponsored by CTL to allow faculty the opportunity to get on track for the new school year, including interaction for identifying the goals and needs of faculty from CTL.

The CTL leaders throughout Minnesota West campuses had several discussions through email regarding the faculty needs, the college wide goals and our suggestions for individual campus goals. We continued to meet through emails in the fall to coordinate efforts, brainstorm and plan for the Campus wide Admin/Faculty Day in February.

February 16, 2007, Campus wide CTL sponsored Administration Day was on Worthington campus. This time we opened with Paul Carney who was a speaker on college readiness and partnering with high schools. Again the rest of the day was set up with separate break out sessions that included; Dealing with Disruptive Students, Student

Mental Health, Generation Next – what is up with our students?, Perkins Grant update– affects on MnWest, AED overview “When every second matters”, Technology updates, Plagiarism and Turnitin software pilot, Business and ISRS issues, Ethics and proper use of email, Multimedia rights/usage, and Awards of Excellence

Granite Falls campus offered an ITV workshop offered on assessment in January. This is one of the workshops that were not well attended on the Jackson Campus. Mainly the feed back showed it was due to timing and everyone needing to get things started after the winter break.

After some issues that occurred at this CTL sponsored Admin Day we had a college wide survey the results showed that the majority of those that participated want to continue to have the Admin Days hosted by CTL. It also gave a clear picture of what faculty is interested in for the CTL Hosted duty days. For the five leaders and Coordinator it will really give us something to focus on for next year.

During the fall, Jackson campus officially developed a CTL Resource Center. This designated room is tied in with the Russ Grant Audio/Video equipment. It includes a computer with a workstation that is available for research and course development. The books and videos available in the CTL Library shelf were compiled into a list and passed out to the faculty. Some of the most used text books are the books that were purchased by CTL for the TES Series.

The Public Access Automated External Defibrillator was up and operational on Jackson Campus on December 1, 2006. A quick response team was established and several awareness trainings were conducted during the remainder of the year to get all staff aware of the location of the machine and how to respond if an emergency occurs. It is also part of the plan to involve students in the quick response teams so they may incorporate their training from their EMS classes into real life situations.

January’s big change was the beginning of the new Cosmetology Program. There have been some one on one discussions with the new instructor on orientation things, goal/purpose of CTL of trainings, TES classes and daily things we can help her with. Since they started in the middle of the year I will make it part of the goals for activities to help transition them into the faculty position.

Communications and postings stay up to date with the communication board posted in the mail room above the copy machine. It is a very high traffic area that all faculty see and if there is anything specific of interest they can make a copy to keep. This information board includes CTL fliers and workshop opportunities around Minnesota, as well as making the usual announcements during faculty meetings.

The CTL conference this spring was again a great opportunity to brainstorm with other MnWest Community and Tech College campus leaders as well as view/discuss with other college leaders things that they have done. An important message that came back from this conference is that we also have to give credit to ourselves for all attempts at providing information and workshops for faculty. It doesn’t matter if there are 5 or 15 present; if the 5 walked away with new information then it was a success.

Some items in the goals for the year that were not accomplished will again be on my plan to pursue for the next year.

Timeline and Planning Activities

At the April Faculty Meeting it was discussed where the faculty would like to see the direction of this CTL Leader go. It was voted on to keep me in the position for the upcoming year and to continue with our overall goals.

From the results of the survey the CTL leaders throughout Minnesota West campuses have several thoughts and ideas we can look at for the August CTL duty day. Some of the ideas include.

Fewer choices of workshops may be better and more valuable.

As an option, provide a lab where faculty can do research on teaching issues that are important to them.

Shorten the day and shift the order of the day to promote attendance

Faculty Development Leadership

Faculty meetings and Duty Days continue to be the most appropriate and available time to discuss the different CTL goals and activities. However separate goals/activities include come from the Farm Management which consists of mostly off campus Faculty. Specific times to meet will have to be scheduled with them to discuss their interests. CTL will also continue to work closely with the Jackson Campus CEO to coordinate the continued mission of CTL for our Campus.

Conclusion

There is a strong focus for goals and interests in place for the next year for CTL. It will be a good year for faculty growth.

Budget Statement

08/21/06	Carry over	\$ 427.90
06/07	Budget	\$ 500

Total Budget \$927.90

06/07	Training	\$100
06/07	Supplies	\$66.58
06/07	Food	\$116.99
		<hr/>
		\$283.57

Remaining \$644.33

Jackson Five Questions

No questions received.

Pipestone Campus – Jackie Lage, Leader

Goals

1. To provide continued training on D2L by setting up a specific training schedule for those who have a need. In addition to having Kayla come over once this fall, have local faculty on my campus help conduct brown bag sessions on a monthly basis.
2. I would like to have a faculty person from one of the other MN West campuses, come to our campus to facilitate a workshop on video creation including storybooking, content creation, and actual project completion. From there we could meet monthly to work on our projects. *Note from KW - this may be place for sharing with Granite Falls.
3. To have a refresher course on first aid & CPR this semester & continue in the spring with training on AED & Awareness.
4. Do a workshop for our campus on classroom preparedness and organizational issues. I am going to work with one of the other MN West campuses on getting a contact person that they have used. We will do this workshop at one of our inservice days or on one of our campus-wide in service days.
5. Implement a healthy New Year competition to promote wellness.

CTL Report 2006 – 2007 Pipestone Campus Jackie Lage Campus Leader

Executive Summary

Where does the year go? I can not believe that it is time once again to wind down the academic year and look back at all that was accomplished. We actually started faculty development activities in early August with a session on the new video editing equipment that we each have on our campus. The session took place at SMSU because it was a nice central location for all of us. It is always nice to be able to work with a neighboring college.

As we have in the past few years, all five campuses get together. We again had breakout sessions on a variety of topics for the faculty to choose from. It is always well received and it helps to get us off to a good start.

The first day that we were back on our own campus I had everyone fill out a survey. From this I compiled my goals for the year. I also took the opportunity to share with them some of the handouts and information that I received from the Teaching Professor Conference that Kayla Westra and I had attended in Nashville last May.

During the year I tried a variety of events. I coordinated a first aid/CPR training which led into a group of us continuing our training to become certified. We had Yvonne Shafer from CTL facilitate a presentation on assessment. It was hosted on the Granite campus, but sent to the rest of our campuses through ITV.

I collaborated with the experts from the other campuses, along with our own, to continue with ongoing D2L training. In February, CTL was again involved in a full day of faculty development that included all five campuses with a variety of topics covered.

And of course we have to have some fun! Once the New Year rolled around, I facilitated a health and wellness challenge with rewards offered in the end. I also have coming up for the year end finale, a pizza feast with a comedian for the entertainment. Well, the comedian in will be in DVD format, but whatever works, right?! I figure a little laughter never hurts anyone and a smile burns more calories than a frown.

That is the year in a nutshell. Time flies by so fast. I hope that the next year will bring all of us wonderful opportunities and more time.

Summary of Faculty Development Leadership

- A. On the first administrative day on campus, we always have a faculty meeting. I know this would be a great time to conduct my survey because they were a captive audience. I got 100% participation. I had a list of past areas of interest, along with ideas I obtained from other campuses. I then had them list in the order of importance. From this, I compiled my goals for the year. I also asked what would be the best time for them to attend functions.
- B. On the topic of collaboration, I think our campuses are wonderful at this. We have a day in the fall and the spring where all five campuses collaborate to plan faculty development activities. We have faculty from all the different campuses facilitate breakout sessions on a variety of topics.

Our CEO provides me the opportunity to advertise my CTL events each month at our faculty meetings. We have wonderful support from our administration, the top down, for all of our CTL activities.

In October, we had Kayla & John Roos from the Worthington campus to implement a class on D2L, Portal, Net Storage, & RUSS Video Editing. It seems that technology is ever changing & the demands for this type of training are always a priority.

We also had collaboration with all of the campuses on assessment training. Yvonne Shafer from CTL came to the Granite campus & through the magic of ITV we were all able to participate.

This past August, SMSU allowed us to provide multiple campus training at their facility. It was a central location for all of us and some of the training was implemented by their faculty.

- C. I disseminate the CTL materials that I receive both electronically and hard copy. I sent out the weekly CTL news updates by e-mail along with adding in our own upcoming campus activities. I also hang up posters in our faculty workroom where I have a CTL corner.

Each faculty meeting, I communicate face to face, all of the upcoming events and encourage participation. For example, as an encouragement to attend the RSP/ITeach conference, I told them that I would cover any outside expense incurred, with the CTL budget. Well, we all know how that turned out unfortunately.

- D. I received most of my faculty development information through CTL. I get a lot of my ideas when I go to the leaders conferences, or other conferences in general. There are always people there to tell you about great websites, contacts, speakers, events, etc. We are also very fortunate to have people on four other campuses to collaborate with. The outcome of that is a lot of teamwork. Also, you do not have to reinvent the wheel.

- A. Again, I promote by e-mail, face to face, posters, etc. Also, I think that you have to be participating yourself in these events. It is imperative that you have a positive attitude and an upbeat personality. You have to be excited about faculty development yourself in order to get them to be excited.

- B. Last May I attended the Teaching Professors Conference in Nashville. The conference was very informative. It was great meeting and getting ideas from people all over the United States. I shared a lot of the information I

attained by writing out a summary to hand out. I also shared with them at one of our faculty meetings, about the conference.

I also attended instructor training provided the National Spa & Salon Association this past March. They had a wonderful speaker and I hop to have her come to our campus as a guest speaker on one of our administrative days. I attend the Heartland Beauty Expo each fall and any regional discipline events that I can.

I am also involved in an “award for excellence” on mentorship. We are a very small campus in an unpopulated area of the state, so anything that we are able to do to provide potential incoming students with information and encouragement, is a benefit to all.

List of Activities and Programming

<i>Date</i>	<i>Description</i>	<i>Evaluation</i>	<i># Attending</i>
August 21 st 2006	Breakout sessions on faculty development. Multiple campuses.	Positive. Liked the variety.	70-75
October 12 th 2006	D2L, Portal, Net Storage, RUSS Video Editing Equipment training	Would like training to be ongoing. More on Jaywalk & portal. Applicable. Useful. Positive feedback.	10
Nov. 27 th 2006	First Aid/CPR/AED training	Would like to continue on & become certified. Have more training. (We will have about half those who attended become certified).	9
Nov. 29 th 2006	Assessment with Yvonne Shafer from CTL	Repeat. Liked the one minute summary. Liked C.A.T.	8

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Jan. - Feb. 2007	Health & Wellness Challenge. Decided to incorporate those New Year's resolutions into a "Biggest Loser's Challenge.	As with all New Year's Resolutions, it starts out great but dwindles fast. It did help make those who participated a little more aware. Rewards given for participants.	9
Feb. 16 th 2007	CTL sponsored faculty development day. We incorporated the breakout session concept along with a guest speaker on college readiness & partnerships with high schools.	Overall comments were very good. Liked the hands on session on making fused glass. Great camaraderie.	80-85
Feb. 27 th 2007	Gradebook - presented but colleague.	Would like to see more next Fall. Maybe a class on Excel also.	5
May 2007	Pizza & Comedy - year end wind down & fellowship	Food will be served, so I anticipate full attendance & good comments.	18

Plan for Activities

I plan to get a class together on Excel for the fall. I hope to have an on campus colleague provide the training. I would also like to make use of the offer from CTL to have someone from their office come down to do a presentation. I would

like to incorporate more on stress reduction. We all seem to have too much of that. Also, a take off of that would be to have more on health & wellness.

Conclusion

I believe that we had a pretty successful year in what I wanted to accomplish. Of course there is never enough time to do all that we sometimes set out to do. The same complaint I had last year. I really enjoy the opportunity that CTL has given me to network with others around the state, not to mention those within our own MN West family. I love to be around all of the enthusiastic people that you can find at these events. It is a great way to keep yourself charged so that you are able to bring some of that energy back to your own campus. Also, if you feed them, they will come!

Budget

Balance Forward:	\$810.01
Inter MNSCU Transfer:	\$500.00
Revenue Total:	\$1310.01
Ed & Ins Ser	\$100.00
Cont. Food S	\$381.32
Supplies	\$159.40
Expense Total:	\$640.72
Balance Forward:	\$669.29

Pipestone's Five Questions:

1. Would you like to see our campus have a common hour?
2. Do you feel that "faculty development" is an important part of your job?
3. How many years should the CTL leader be allowed to hold the position?
4. Do you like events to be held over the noon hour?
5. Would you like for us to continue with the break out sessions on administrative days?

Worthington – Rita Miller, leader

Goals

- I. Enhance/Improve Teaching Techniques
 - A. What ~~is~~ are Rubrics
 - B. Power point Tips and Tricks
 - C. Best Practice Fishbowl
 - D. E-portfolio and other Technology
 - E. Presentation by faculty who attended RSP/ITeach conference
 - F. Meeting with Student Senate
 - G. Assessment by Martin Springborg

- II. Human Dimension: Caring and Commitment to Students
 - A. Depression in Students

- III. Human Dimension: Caring for Faculty
 - A. Common Book discussion
 - B. Chair massages

- IV. Faculty Awareness:
 - A. Spotlight: Focus on medical programs
 - B. Sabbatical: Karsten in Scotland
 - C. Spotlight: Diane V. on Japan
 - D. Spotlight: New faculty
 - E. Reception for part time and adjunct faculty

CTL WORTHINGTON CAMPUS GOALS FOR 2006/2007

Main Goal for Program	Actual Teaching Learning Activity	Helpful Resource	Date of Event	Ideas and my notes
Enhance/Improve teaching Techniques	What is Rubrics	Kayla	November 7 th at Noon	
Enhance/Improve Teaching Techniques	Power point Tips and Tricks		November 29 th	
Enhance/Improve	Best Practice	Rita	January 23	Everyone

Teaching Techniques	Fishbowl			brings their best teaching idea.
Enhance/Improve Teaching Techniques	E port folio and other Technology	Kayla John Roos Jennifer	November 15 th at Noon	
Human Dimension: Caring and Commitment to Students	Depression in Students	Beth V or Von talk more on dealing with student and depression	January 30, 2007	Update on website too
Human Dimension: Caring for Faculty	How to handle stress	Chair massages by Jackson students.	Janauary	\$50 or \$75.00 stipend
Human Dimension: Caring for Faculty	Common Book discussion	Library	Started in October	Martin S. is doing a common book 'The missing Professor''
Faculty Awareness	Spotlight: Focus on Medical programs. What is the differences?	Dian V. , Ruth, Rita, Llisa	March 6, 2007	
Faculty Awareness	RSP and ITeach Review of Topics	Faculty who went to RSP		
Faculty Awareness	Spotlight: Sabbatical	Carsten: Scotland	November 10 th	
Faculty Awareness	Spotlight:	Diane. V. Japan	Spring semester	

Assessment	Assessment	ITV from Granite Falls campus. Martin Springborg presenter	November 29 th	
Faculty Awareness	What makes a good instructor	Talk to Student Senate ? have them at a CTL Event?	??	
Faculty Awareness	Reception for part time and adjunct faculty	?	??	
	Buy bookcase for faculty lounge		PO is done.	

CTL Report: Worthington Campus

Rita Miller, Leader

EXECUTIVE SUMMARY:

Overall I am satisfied with the year. I actually got a slow start at the beginning of the semester because my part time MLT faculty moved to North Dakota so I was teaching overload plus prepping for a new class with a new book. One of the first things I did this year was buy a book case for the faculty lounge, which is where the faculty mailboxes are located. I placed it right below the CTL bulletin board. I decorated it for each season to catch the eye of faculty. Also one has to pass by it to get to your mailbox.

Approximately 12 to 15 faculty attended the CTL events; this increased from last year. CTL events started out with “What is a Rubric?” , then continued with advanced power point, assessments, e-portfolios, depression, best teaching practices, renewal of poetry, spotlight on new faculty, handling disruptive students, how to use JayWalk portal, and netstorage, cultural diversity and ended with “From Russia to Minnesota via Japan” which included a meal with beef stroganoff and Russian cookies.

CTL Day for all 5 campuses in February was held on February 16th at the Worthington campus. Paul Carney, keynote speaker, discussed his study on College Readiness and Partnering with the High Schools. This was a great presentation to start the day. One

advantage of the all-campus CTL day is that I can fulfill many of the CTL goals that I have. Break Out sessions included: Dealing with Disruptive students; Learning Disabilities; Generation Next; Business and ISRS issues; AED overview; Technology Updates; Copyright and Technology; Awards of Excellence; Overview of Small Business Program, Plagiarism and Turnitin, Using Powerpoint effectively, New Partnerships with Industry; and Making Fused Glass. (I made a glass necklace and I am not even crafty). Another advantage is that I like to “flip-flop” the presentations. If there is one on our campus I would like we share with other faculty, then we can have it at all-campus CTL. And if there is one at All-campus CTL that was good and many of did not get to attend, then I have it repeated on my campus.

SUMMARY OF FACULTY DEVELOPMENT LEADERSHIP

A. Assessment

May 2006 during Duty Day, I did a formal assessment but this year I chose not to because I had enough event and presentations ideas for this year. Some I just did not get done last year. Plus faculty are really responding to CTL and I get approached from faculty about ideas and some even offer to do presentations. That is very exciting to me.

At the end of every semester faculty complete course assessments. The “Course Feedback Form” includes questions about new teaching techniques, assessment tools, etc that they would like to try. After completion, the form is turned into the Division Chairs who review them, document teaching goals/ideas. Division Chairs give this documentation to Kayla Westra. Kayla then informs the CTL Leaders of what topics are needed for the faculty.

B. Collaboration

As a CTL Leader you need to be visible to faculty by having lunch in the faculty lounge or lunch room, attending events, talking in the hall, etc. You need to be approachable so the faculty, staff, and administration feel comfortable to talk to you about new ideas. I invite Administration and Support Staff to attend certain events that pertain to them also. The turnout from support staff is usually not very good but I still invite them because we are small enough campus that I feel it is important that we are a family and learn as a family for the sake of our students. I believe in the “total quality management” where everyone comes together for a discussion because they look at things from a different perspective. I actually have received ideas from support staff for presentations.

We are fortunate to have great Support Staff and Administration. Dr. Diane Graber, Provost and Marnie Fischer, Campus Dean or great advocates for CTL. It means a lot when they attend CTL events, not only for me but for the faculty as well. There encouragement also comes in the form of compliments in regards to the time and activities that we put into CTL.

Another piece of collaboration is working with the CTL Leaders on the other 4 campuses. We are fortunate to have each other to talk to, bounce ideas off of each other, and work together on the February CTL day. We have fun on our trips to the Leaders' Workshops.

SUPPORT AND RESOURCES

We do have a CTL resource room which is located on the second floor above the library. However, it is not always open and fewer faculty are located in that building so it was not used often. I personally did not go there very often so I bought a book case for the CTL books and put it in the faculty lounge so it is more accessible. I put seasonal decoration on the bookcase to make it more attractive. Sometimes I put a dish of candy out on top of the bookcase. I have a bulletin board located above the book case where I post CTL information. I like to accent materials sent by MNSCU with bright arrows I cut out of construction paper or clipart. I kind of use the mindset of a grade school teacher asking myself "What can I do to make it fun and attractive?"

I planned most of the events at the beginning of the year and gave each faculty a copy of topics, times and dates so they could write them in their calendars. Approximately a week before the event I send an e-mail and post it in the faculty/mailroom. I like to use a Power Point slide background to make my posters because they are bright and attractive. About 2 days before the event I place my posters in the various faculty areas. The day before and the day of the event I send an e-mail. The day of the event I put a sign on the faculty lounge door and the door to the copy machine room. Faculty are so busy that they need reminders.

I cut and paste the information I receive from MNSCU CTL and e-mail what is relevant to faculty. If there is a discipline workshop I also copy the information and put it in their mailbox. If I know about a discipline workshop I ask the faculty if they are going. Sometimes I think they are surprised I know about it.

I am on the monthly faculty meeting agenda to discuss CTL. If I remember I like to write down the upcoming events on the board before the meeting starts or give everyone a copy of the dates and times.

For the RSP/ITeach conference I posted the posters, put the information in their mailbox, e-mailed them. Dr. Graber encouraged faculty to go as well. I offered to organize a carpool but only 1 faculty besides, Jim Smeja, Kayla and I on are campus registered. We talked at the faculty meeting to replace our February CTL day with the RSP/ITeach day but it did not pass at the calendar negotiations.

Kayla posts CTL events on D2L. I am not sure if many faculty look at it or not. That would be a good assessment to do.

I attended both Fall and Spring CTL Leaders Workshops. Every year I get many ideas from other CTL Leaders. I signed up to attend the RSP/ITeach conference which was cancelled due to a blizzard. I attended the American Society for Clinical Laboratory

Science Conference in Sioux Falls, SD on October 4, 2006. I also took my students to this conference. In May I will be attended the Clinical Laboratory Collaboration Conference in St. Cloud which includes a Laboratory educators meeting on Thursday morning. Attending Laboratory conferences helps me in my role as CTL Leader because some sessions cover leadership and education so I get ideas for CTL Events. I like to ask other lab educators what they do on their campuses for CTL.

On campus I am the Nursing/Allied Health Division Chair. I am also a member of the Local Curriculum Committee, Safety Committee, Appeals Committee and Academics Affairs Committee. Being a member of these committees keep be abreast of many issues on the campuses. Every other weekend during the school year and about six days a pay period in the summer I work in a microbiology lab for Avera McKennan Hospital. This hospital lab has between 4 and 6 laboratory interns per year. I like talk to the education coordinator about what makes a good student, etc. I have actually gotten ideas for some CTL sessions from her.

ACTIVITIES AND PROGRAMMING

TOPIC: What are Rubrics?

November 7, Kayla Westra discussed Rubrics and how to use them. She gave us a draft rubric and then we each completed a rubric during the sessions. We had a great group discussion. Faculty shared their ideas and copies of rubrics they use. We put some copies in the faculty lounge. There were 12 people present. Overall rating was excellent.

TOPIC: Rebirth of Poetry

November 10th, Karsten Piper presented a summary of his sabbatical year studying at the University of St. Andrews in Scotland. His remarks included how he chose to enroll in the creative writing program at St Andrews, what his academic experience included, and what life in Scotland was like for his family. He closed his presentation with a reading of several poems from his dissertation. His family joined him, and together they answered questions about their year abroad. 15 people attended. I served pizza for lunch. The overall response was so wonderful that we asked Karsten to do his presentation at the All-campus CTL day in February.

At the all-college duty day in the spring, Karsten presented similar material, encouraging those in attendance to apply for sabbaticals when they become eligible.

TOPIC: New College-wide Technology and updates

November 15, John Roos and Kayla Westra updated the faculty on the new college-wide technologies such as the Portal, Netstorage, who to contact for what computer question, future technology endeavors, updates on D2L, etc. I remember being somewhat overwhelmed with all the information. This was very informative and I was disappointed that only 12 faculty attended because this is important information that faculty need to know. This session was repeated at the All-campus CTL day. Afterwards, Kathy Janssen volunteered to do a session on the JayWalk Portal. I get so excited when faculty volunteer to do sessions, it just makes my day.

TOPIC: Advanced Power Point

This session was held on December 6th in the computer room so we had hands on training on advanced power point by Kayla Westra. Other faculty had information to share also. Kayla always does a great job presenting information and again was reflected by overall satisfaction with this training. 10 people attended.

TOPIC: Assessment

January 5th Yvonne Shafter from MNSCU gave a presentation to all five campuses on Assessment. She was live at Granite Falls campus and we received her via ITV. 24 faculty signed the roster but I believe some were missed. Overall the rating on our campus was Fair. Many felt it was old material and little new information was given.

TOPIC: Spotlight on New Faculty

This was something new I tried this year. In the past new faculty appear but we know little about them. I thought it would be fun to have them talk about themselves, their background, what they teach, etc. On January 23rd Vong Rathsachack, new Psychology instructor, was the first to give a talk about himself. I served a noon lunch. We thoroughly enjoyed Vong's presentation, especially the research he is doing for his doctorate degree. He is researching readiness of foster parents and also impact of foster children. We could have listened for hours. 18 people attended.

TOPIC: All-campus CTL day

February 16th the All-campus CTL Day was held at the Worthington campus. It seems we are always thinking of new ideas and information for the CTL Day. We get ideas from CTL Leaders workshops, different conferences we or other faculty attend and ideas from faculty by assessments. Kayla organized the speakers. More information is available in the All-campus annual report.

TOPIC: Free Chair Massages

I had originally planned this for December to relieve Christmas and end of semester stress but the massage therapy students were not ready to do chair massages. I finally got it organized on March 21st. The Massage therapy students from the Jackson campus gave free chair and foot massages from 10:00 to 2:00. I did not have a sign in sheet so I am not sure how many took advantage of this but I did hear that most would like this at least once a month.

TOPIC: Learn How to use the JayWalk Portal

On March 27th, Kathy Janssen gave a hands-on presentation in the computer lab on Jaywalk Portal. The Jaywalk Portal for Faculty is an Internet portal that allows one to login into a single web address and access all of the Faculty services Minnesota West has to offer. The portal is a quick way to gain access to your online course(s), web access to GroupWise email, NetStorage and important Minnesota West links. Kathy demonstrated, in a hands-on environment, the navigational access to popular links including: NetStorage, D2L Login Web GroupWise. She also demonstrated several of the Academic Support links, including: Academic Calendar, Book Adoption Form, Class Schedule, Various Health Support links, and

Staff Directory She encouraged guests to set The JayWalk Portal as their working home page and to experiment with the one-stop service features of JayWalk which is sure to provide accuracy and timeliness throughout one's workday. Although the Jaywalk Portal allows one to customize a list of frequently used Internet addresses which will be available for use each time you login, this type of customization would be a topic for a future workshop once faculty become familiar with default benefits of the JayWalk Portal.

15 people attended

TOPIC: Handling Disruptive Students

On April 17th, faculty members Cathy Blair and Mary Jane Mardesen shared the information from a workshop they attended on "How to Handle Disruptive Students" The group discussion was amazing. I gave away door prizes. 14 people attended.

TOPIC: Common Book Club

Common Book Club was one of my ideas but then I found out Marcia from the LARC (library) had planned this as well. So I asked if we could do this together. However, as it turned out Marcia did all the work. Marcia Johnson, Librarian stated: "After participating in a book group last year while on sabbatical leave, it was good to carry through my sabbatical plan to start one when I returned to campus in the fall. We met in September for an organizational meeting, and met from October through April. There were four to ten at each session, with 13 people on my e-mail group list. Some who were not able to attend every month, still read the book selections." The following books were selected and read during the year:

October - When the Emperor Was Divine By Julie Otsuka

November - Angry Housewives Eating Bon Bons By Lorna Landvik

December - (Did not meet during the college break)

January - Flim Flam Man by Jennifer Vogel

February - Keeping the Faith by Shawn Fury

March - Tempting Faith by David J. Kuo

April - For One More Day by Mitch Albom

TOPIC: Cultural Diversity: To Rural Minnesota from Russia via Highways of Japan

This was the last session for the year. On May 2nd, Diane Vangness shared with us her trip to Japan last June. Her grandparents are originally from Russia and they immigrated to Japan. Her mom grew up and Japan, married and moved to a farm in Minnesota. Diane, her mom and Diane's daughter visited Japan and her relatives. Diane talked about the culture of Russians in Japan. She had great pictures of Japan, knick-knacks, clothing, etc. Diane served Beef Stroganoff, carrots, bread, and Russian cookies (her grandmother's recipe). 18 people attended and the response was excellent.

PLAN FOR ACTIVITIES FOR NEXT YEAR

The best thing I did the last two years was to make a tentative schedule for the whole year. I really like the form that we got at the CTL Leaders workshop. The Fall Leaders

workshop is very important to attend because you get many ideas for activities. It also gets you excited to start the CTL year.

Noon seems to be the best time to hold CTL activities but they should be varied by day because many faculty teach during the noon hour. The afternoon sessions just do not go over well. In the Spring semester the Nurses are out on Clinicals Monday and Tuesdays so those days do not work the best.

In the Fall during the first Duty day with our campus only is a good day to do an assessment or at least introduce yourself as the CTL Leader and what your role is.

My ideas for activities for next year:

Meet with adjunct faculty during the summer when administration has them meet on campus.

Self-Defense tactics (faculty leave the building at night sometimes alone)

Best Practice Fishbowl

Spotlight: new faculty

Spotlight: sabbatical reports

How to use e-mail more efficiently

Reception for part time and adjunct faculty

Put part-time and adjunct faculty's pictures on CTL bulletin board

What is the difference between LPN, PN, MLT, Phlebotomy, and MA programs?

What is taught in Basic Math Skills, Study Skills, Composition I, etc.

Have student senate talk about "what makes a good teacher"

Cultural Diversity student panel

Faculty presentation of their Award of Excellence

Dave Matthews: new computer technology

Writing a good syllabus

Using digital camera

What are My Space and Facebook?

New "language" of cell phones (what does LOL mean?)

Sign language basics

Spanish basics

Faculty share information from a conference they attended

Copy Award of Excellence reports, put in binder and then put in CTL book case

Chair massages from Jackson campus massage students

Kayla will send ideas from end of semester course assessments

Conclusion or Reflection

Even though I had a slow start I am overall satisfied with the year. More faculty attended each session this year than last year. CTL has become a familiar "word" on campus because of the support of administration and the collaboration of the CTL Leaders on all five campuses with the help of Kayla keeping us on track. There are those faculty who have never attended any CTL session in my past 4 years as CTL Leader, but then they do not attend any campus activities or meeting. I don't dwell on them and I don't spend time trying to figure out what I can do to make them attend the activities. I would rather focus on those who want to learn and improve their teaching.

The faculty meetings became a large part of CTL this year. As I mentioned I reported at each faculty meeting plus this year we had two meetings a month. Last year I had a “Let’s Talk” morning coffee session where we discussed miscellaneous issues. This year the concept was incorporated into an additional faculty meeting per month, without administration present, where we could talk openly about issues.

Interestingly I met some of my goals by having faculty “wander” somewhat out of their realm by having them talk about themselves, trips, or sabbatical. For example, 18 people attended the “Spotlight on New Faculty” which featured Vong Rathsachack, new psychology instructor. Faculty enjoy listening to their peers talk. Overall the faculty on this campus are close in a business sense. They are very positive, kind, supportive, and enjoy their job. I receive many compliments about what I do for them through CTL. That is a great reward. The All-campus CTL day was a success once again. I always enjoy the speakers and just seeing faculty from the other campuses. This event empowers recognition of CTL.

One goal I did not achieve this year was working more with part time and adjunct faculty. I feel like they are out there on a limb and need some guidance. This is tough because I rarely see the adjunct faculty and actually I know only a few of them. Hopefully the new CTL Leader can focus on the adjunct faculty next year. I did manage to get them a laptop computer to use for the classroom. We have “smart” classrooms and you need a laptop to do PowerPoint presentations. Previously they had to check one out at the library and they were not guaranteed one would be available. I took this to the faculty meeting and we know have one available for them.

I was going to have a Common Book Club and then I found out that the Library staff had also planned one. So I called Marcia Johnson, librarian and we decided to do it together. As it turned out Marcia coordinated and conducted it all. A big thank you to her!

This is my last year as CTL Leader because I have to focus on writing the Self Study for my program’s accreditation. I have gone from being overwhelmed to frustration to a sense of understanding and satisfaction. I have learned so much in the past 4 years, all of which I plan to pass on to the new CTL Leader, Vong Rathsachack. A special thank you to the campus faculty and administration who are so supportive and to MNSCU CTL team who work very hard and do an awesome job for CTL.

BUDGET STATEMENT:

Activity	Amount	Balance
Beginning balance		769.78 *
Speaker: David Yearwood (share expenses all 5 campuses) 9/14/06	166.67	603.11
Shopko: Book shelf	14.99	588.12

Pizza Hut 11/21/06	39.95	548.17
Lunchtime solutions	60.00	488.17
NPC Intl Inc. (Pizza)	100.00	388.17
NPC Intl. Inc. (Pizza)	94.20	293.97
Bookstore supplies	24.26	269.71
Lunchtime solutions for massage therapy students	24.48	245.23
Vehicle charge	3/5 \$9.24	235.99
Kayla Westra	3/19 \$35.07	200.92
Groceries for meal prepared by Diane Vangsness	41.83	159.09
Door prizes	\$35.67	123.42
Gift certificates for speakers	\$20.00 x 5 = 100.00	\$23.42

* the beginning balance was more than \$500.00 because there was a mix up in accounts last year so they credited the account.

Worthington's Five Questions
(sent by email to Martin Springboard/CTL in May)

All Faculty Duty Day – February 16, 2007

UPDATED FINAL SCHEDULE

February 16, 2007 All faculty duty day in Worthington

8:30 to 8:45 Refreshments, Sign in (Commons)

8:45 to 8:55 Welcome, Dr. Graber and Dr. Fischer (Commons)

8:55 to 9:10 Dr. Wood - update (Commons)

9:10 to 10:10 Speaker on college readiness and partnering with high schools
(Paul Carney) (Commons)

10:15 to 11:50 Workshops (classrooms)

11:55 to 12:55 Lunch (Division Meetings - Classrooms)

1:00 to 2:35 Workshops (classrooms)

2:40 to 2:55 Wrap up and door prizes (Commons)

2:55 to 3:25 Union meeting (Commons area)

Division meeting locations - 11:55 to 12:55

Business Division - 208

Construction Trades - 213

Manufacturing - 214

Transportation - 215

Social Science - 203

Allied Health - 202

Science/Math/Computer Science - 116

Humanities/Fine Arts - 212

FBM/SBM - 113A

UPDATED FINAL SCHEDULE February 16, 2007, CTL Workshops

Workshop Location	10:15 to 11:00	11:05 to 11:50	1:00 to 1:45	1:50 to 2:35
Room 116	Dealing with Disruptive Students (Cathy Blair and MJ Mardesen)	Dearning Lisabilities - What Are They? How Can We Help? (Beth Van Orman and LouAnn Williamson)	Generation Next - what is up with our students? (Diane Graber and Beth Van Orman)	How the Swift incident affected our students (Thomas Williams, Le Lucht, Alan O'Neil, Sharon Johnson)
Room 212	Business and ISRS issues, federal funds (Crystal Strouth)	AED overview - When Every Second Counts (Serena Totzke-Johnson)	Technology updates (John Roos); League for Innovation Conference on Information Technology report: LouAnn Williamson and Pam Sukalski	Copyright and Technology (Pam Sukalski)
Room 113A	Awards of Excellence - how to write, ideas, etc. (Diane Graber, Jeff Williamson, Dennis Hampel, Duane Carrow)	NEH Awards/Experiences (Marcia Johnson, Julie Stevenson, Thomas Williams, Anne Aby)	My Sabbatical Experience - How to Make the Most of Your Journey (Karsten Piper)	FBM/SBM Workshop (Al Brudelie)
Room 213	Bringing Together the YMCA and Minnesota West (Andy Johnson)	Plagiarism and Turnitin software pilot (Kayla Westra)	Using Powerpoint Effectively - tips and tricks (Kayla Westra)	
NA	Partnerships in Action - Prairie Holdings (Rolf and Ryan Mahlberg) - will be at the Prairie Holdings facility. Meet at Welcome Desk (north entrance, main building) at 10:15.		Making Fused Glass Hands on workshop (Bobbi Alsgaard Lien). Will be held in the art studio, RM 413, in Fine Arts building.	
Campus Tours (meet in Commons)		Campus Tour		Campus Tour

AEDs: When every second saves lives. Automated External Defibrillator overview and campus procedures. Know what to do! (Serena Totzke-Johnson).

Awards of Excellence. Learn more about the program, how to write a proposal, ideas, etc. (Diane Graber, Jeff Williamson, Dennis Hampel, Duane Carrow).

Bringing Together the YMCA and Minnesota West. Learn more about this project and its importance to Minnesota West (Andy Johnson - YMCA).

Business and ISRS issues, federal funds. Learn more about reporting issues, registration, ISRS, and other relevant issues. (Crystal Strouth)

Campus Tour. Join Tammy Neyens and our student ambassadors for a jaunt around campus.

Copyright and Technology. Learn more about a pilot project incorporating online videos into D2L as well as review copyright laws with an emphasis on digital works. What can you do? What can't you do? (Pam Sukalski).

Dealing with Disruptive Students. What techniques can you use? What should you do? How can you deal with students intent on disrupting your classroom? (Mary Jane Mardesen and Cathy Blair).

Dearning Lisabilities: What are they? How can we help? Gain information on what having a learning disability is like as well as helpful tips to assist students. (Beth Van Orman and LouAnn Williamson.)

FBM/SBM Workshop. Workshop focus is on FBM/SBM issues. (Al Brudelie)

Generation Next - what is up with our students? What motivates them? What are their goals? Dreams? What are their passions and pitfalls? (Diane Graber and Beth Van Orman)

How the Swift incident affected our students. Find out how our students were affected by the events at Swift & Company in November. (Thomas Williams, Le Lucht, Alan O'Neal, Sharon Johnson [Nobles County Integration Collaborative])

Making Fused Glass Bobbie Alsgaard-Lien. Hands-on workshop in fused glass. Each participant will make a small fused glass piece that could be used for a pin, button, or necklace. A brief history, demonstration and examples will precede the actual hands on process. **You must let Bobbie or Kayla know by February 9 if you plan to do this workshop so Bobbie has plenty of materials. Meets in Room 413, Fine Arts Building.**

My Sabbatical Experience - How to Make the Most of Your Journey. Thinking of taking a sabbatical? Come learn what Karsten did last year and unique ways to do a sabbatical. Bonus: Karsten will share some of his works. (Karsten Piper)

NEH Awards/Experiences. The National Endowment of the Humanities offers workshops and seminars each summer. Learn more about the application process and the experiences of those who have attended. (Marcia Johnson, Julie Stevenson, Thomas Williams, Anne Aby)

Partnerships in Action - Prairie Holdings. Interested in learning more about Minnesota West's partnership with Prairie Holdings and the biotech program? Take a field trip to the Prairie Holdings site and see our classrooms in this facility. **You must let Kayla know by February 9 if**

you plan to do this fieldtrip so she can arrange transportation. (Rolf and Ryan Mahlberg). Meet at Welcome Desk (north entrance, main building) at 10:15.

Plagiarism and Turnitin software pilot. Plagiarism is unethical and inhibits learning. Learn more about Turnitin and how you can incorporate it into your classes. (Kayla Westra)

Technology updates (John Roos); League for Innovation Conference on Information Technology report. LouAnn Williamson and Pam Sukalski. Want to know what is going on in the IT arena? From networks to systems to educational uses – come to hear about the latest news and projects.

Using PowerPoint Effectively. Learn tips and tricks on how to use PowerPoint effectively in the classroom. (Kayla Westra)

CTL Duty Day Evaluation Form – Mini-Conference, February 16, 2007

Please give feedback on the activities offered. Agree or disagree with the following statements. If you strongly disagree with any of these statements, please explain in the space below.

GENERAL	1 Poor	2	3 Fair	4	5 Excellent
Registration			1	15	18
Meals	1	2	5	17	11
Facilities			2	14	14
Campus Tour	1			4	6
Travel Accommodations.	1		3	7	5

	Disagree strongly		Undecided		Agree Strongly
The workshops and sessions I attended . . .					
Were useful and applicable.		3	1	12	20
Will assist me in course preparation and teaching.		2	6	9	17
Were focused.		3		9	20
Offered practical suggestions I can incorporate into my courses.		3	2	12	13
Considered my needs as well as my students' needs.	1	1	3	10	16

Something I learned today that I will immediately implement in my courses:

- College readiness information (2)
- D2L discussion
- Copyright information
- Be more aware of individual differences – amazing information shared today
- Behavioral adjustment
- Doing pictures in Powerpoint
- Turn It In information
- PowerPoint tips
- Good for students/learning disabilities

Areas where I'd like to have more information:

- technology

Ideas I have for summer workshops:

- more on video editing
- let business management plan their own program

Other Comments:

- Room 116 was cold (four)
- YMCA was wonderful – can't wait
- Good workshops. The snow came right on cue.
- Great camaraderie.
- Excellent idea to have the information session at Prairie Holdings! Nice to know how we "partnered" with them.
- Bobbie's session was great.
- Fused glass was great. We need more fun things like that. I really looked forward to the afternoon.
- So much fun sharing with faculty.
- Meal not health conscious.
- Hair in roll in morning –yuck.
- Keynote speaker did not address my needs as an adult education instructor
- Good location for all