

**Center for Teaching and Learning
Report
Cumulative Annual Report, 2007-8:
Minnesota West Community and
Technical College**

May 28, 2008

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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), Anne Aby (co-leader, Worthington), Rolf Mahlberg (co-leader, Worthington), Laine Rieger (co-leader, Granite Falls), Shannon Schmitz (co-leader, Jackson) and Serena Totzke-Johnson (co-leader, Jackson).

This report details progress on the goals and objectives set forth at the beginning of the year. **Reports for the five Minnesota West 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 continue to embrace enhanced teaching strategies and are utilizing these in their online, interactive TV, and face to face courses. Continued technology assistance has been provided for using Desire2Learn and other software, such as Lodestar, Respondus, Camtasia, Audacity, and others.

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 2007-8 year. This faculty position reports to the College Provost, Diane Graber.

EXECUTIVE SUMMARY

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
Anne Aby, CTL Co-Leader, Worthington Campus
Rolf Mahlberg, CTL Co-Leader, Worthington Campus
Laine Rieger, CTL Co-Leader, Granite Falls Campus
Serena Totzke-Johnson, CTL Leader, Jackson Campus
Shannon Schmitz, 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.

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 to outline a 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 (8 faculty) and summer 2007 (23 faculty). This course will be offered during the summer 2008 session. This course will be on teaching using online resources (for both online and face to face faculty). Twelve faculty signed up for summer 2007 session. This course is now offered for graduate credit through Moorhead.
- Hold workshop on CTL day in February that focuses on Generation Next students and how to teach this group effectively.
- 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.

Offered workshops in coordination with Information Technology and campus technology coordinators.

3) Teaching with Technology training.

- a. Faculty provided training to each other with materials provided by Kayla Westra or developed on each campus to encourage communities of practice.
- b. Topics covered are appropriate for traditional (enhanced), ITV, or online courses and instructors. Topics included D2L, using PowerPoint, and other instructional technologies.
- c. Each campus has video editing equipment provided through the RUS grant project.

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 19, 2008). Meeting was conducted using ITV. Seventy four faculty attended.
 - b) Explored stronger linkages between Health & Wellness committee activities and CTL activities on the campuses. Nursing faculty are continuing to work on a Health Watch web site for information for students, staff, faculty, and administrator. Social Sciences is continuing to work on a Mental Health web site as a resource.
 - c) Continued the use of technology for sharing faculty development information across campuses using D2L and email.
 - d) Included/invited staff and administration to CTL activities.
 - f) 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.
 - d) Many faculty attended RSP / ITEACH conference.
- 6) Coordinate information exchange and leadership among campus CTL leaders.**
- a) Met as needed via video conferencing and in face-to-face situations.
 - b) Encouraged cross campus exchange of workshops and training opportunities.

CTL COORDINATOR GOALS

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. Prepared Generation Next materials for all campuses and each site's leaders taught this material at February CTL day.
2. Communications/tips were sent to faculty via email.
3. Individual faculty consultations were held as requested. New adjunct and full-time faculty were the focus of these meetings.
4. 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.
5. Taught D2L Workshop in the summer - using tools to enhance learning.

SUMMARY: The use of communities of practice has continued to increase during the 2007-8 school year. Faculty help each other learn tips and techniques to increase the effective use of technology for teaching purposes.

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 2008.

Assessment of Goal 2:

1. Workshops held in July 2006 and online through summer 2007. Workshop will be held in summer 2008 as well.
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.

Teaching online course will be offered during the summer 2008 session. This course will be on teaching using online resources (for both online and face to face faculty). Twelve faculty signed up for summer 2008 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 provide 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.

This spring, we held an assessment meeting on the last duty day. Faculty from all campuses were invited to participate, learn more about our assessment processes, how these relate to accreditation, and complete assessment work for the end of the semester. On the five campuses and two sites, 80 faculty attended).

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:

- Created materials on effectively teaching Generation Next students
- Offered training sessions on D2L as requested
- Offered developing a syllabus workshop
- Offered information at new faculty workshop
- Provided informational sessions on using multimedia
- Attended D2L training through MnSCU

D2L workshops are scheduled for summer 2008. Using Outlook sessions are scheduled for June and August 2008.

Committee Representation / Presentations

- Worthington curriculum committee.
- Academic Affairs and Standards committee.
- Coordinated CTL activities college-wide.
- Coordinated assessment activities college-wide.
- Presented at RSP/iTEACH conference.
- Presented at Southwest Service Coop meeting for area high school faculty.
- Presented at Biotechnology conference.

Results – Kayla Westra

Faculty development occurred for approximately 75 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 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 900 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.

Continue to work with faculty on teaching effectiveness, such as writing an effective syllabus, effective assessment, and small group collaboration.

Discussion

- Continue to build on successes of 2007-2008 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 19, 2008, on the Worthington campus. Texts were purchased for faculty use. Any remaining CTL funds not used for summer workshops and faculty workshops will be carried over into next year's budget.

Planning for 2007-8

Planning for the coming year has begun. The coordinator and five campus CTL representatives will communicate using email to review 2008-9 goals and discuss workshops and planning. Kayla Westra, Instructional Designer and English Instructor, will be coordinating the group in 2008-9.

The group will be meeting in August (face to face) and then via email to finalize goals for 2008-9. Also, the results of faculty surveys to be done in late August/early September will be reviewed. The final plan for 2008-9 will be

turned in by October 1, 2009. This plan will provide specific goals and timelines for CTL activity in 2008-9.

Additional information

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

APPENDIX A - CTL REPORTS - CAMPUSES

Canby – Pete Girard and Deb Peterson, co-leaders

Faculty Development Leadership Goals

During a fall 07 administrative day, the Canby 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. In addition, the Best Practices goal complimented data presented by the State CTL office which included a desire by faculty statewide to learn more about motivational and assessment techniques. The “Designing a Faculty Development Program: From Goals to Activity” is presented below.

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 within the College.

College-wide CTL leaders collaborated with Administration in the delivery of the college-wide faculty duty day, February 19, 2008. This year, the College and faculty decided to hold it on campus and join each other through ITV for several of the sessions. The Canby faculty chose to focus on D2L and multimedia sessions during the hands-on sessions.

Mr. Girard and I share the campus leadership responsibilities; we both attended the fall State CTL Leadership Workshop; Peter attended the spring workshop.

Activities and Programs Supported by CTL at the Canby Campus:

Activity Summation	Assessment
<p>Two faculty reviewed the D2L videos as they worked on their courses. We got together as a group in December to review. It was an opportunity for faculty to review copy course techniques and discuss issues relative to D2L.</p>	<p>Five faculty attended the December meeting. Four of the five, or 80%, indicated that the work day was productive.</p>
<p>Each Department hosted a brown bag “lunch and look” during this year. Each department identified what instructional “Best Practices” work best in their program; many faculty provided demonstrations which became mini-learning sessions themselves.</p> <p>To facilitate activity assessment, we pre-surveyed faculty to determine what faculty were currently doing in terms of (1) instructional technology use, (2) student motivational strategies, (3) assessment, and (4) delivery methodologies, including classroom, D2L and laboratory teaching techniques. That listing, plus inputs informally gathered at the actual meeting, became the core measurements for the post-survey.</p> <p>These were educational needs identified by the Canby faculty in the MnSCU professional development survey. Following the classroom presentations, we will be doing a post-survey to ascertain whether alternative strategies are now being employed.</p>	<p>The Diesel Technology, Automotive Technology, Electrician, Dental, and Wind Energy Technology program faculty hosted the “Lunch, Look and Listen” Best Practices Workshops throughout the school year at their work sites.</p> <p>A tabulated copy of the post-survey is below.</p>
<p>Our second major goal for 2007-08 was to complete a series of multimedia workshops. We had our first scheduled for the February 19 CTL Workshop Day.</p> <p>Brad Christianson and Mikel Armitage, College Technology staff members, were going to complete the training session. The equipment, however, was non-functional. While Brad & Mike worked to fix the system, faculty went to the computer lab and worked on D2L training provided by Deb Peterson and the other faculty members.</p> <p>D2L Training: One faculty member struggled with</p>	<p>Multimedia Workshop – Technology did not work.</p> <p>D2L Training session – 9 faculty</p>

<p>the grading component; another had concerns with putting a test on D2L for the first time. Since there were D2L faculty present who had used it for some time, we broke up into groups and addressed questions/issues.</p>	<p>out of 9 faculty attended. One hundred percent rated the D2L session as highly successful.</p>
<p>Granite Falls CTL Leaders facilitated a workshop titled "Latest and Greatest Ways to Teach the Television Generation" presented by Michelle Deck which was shared via teleconference with the Canby campus.</p>	<p>Four faculty members attended the conference. The general consensus was that she was extraordinarily dynamic, even on a limited conferencing system.</p>
<p>Kristine Madsen presented a noon workshop on web site development in the fall semester and again in the spring semester. During the fall semester, five faculty attended and several of the instructors began development of their own program web sites. The spring semester attracted four faculty members who were at varying degrees in development. Kristine worked with each at their different levels.</p>	<p>The fall semester training was very successful with everyone indicating that they were going to be able to apply what they had learned.</p> <p>Three of four attendees, 75%, in the spring rated the presentation high; the fourth was an individual who had NOT attended the spring workshop. She felt the workshop was too advanced for her.</p>
<p>All faculty attended the spring duty day Assessment Workshop presented by Kayla Westra. Kayla reviewed policy, procedure, and form requirements. Faculty then completed their course and program review assessments.</p>	<p>"Quick and to the point" and "Got it done" were amongst the comments presented by the nine faculty members in attendance.</p>

Faculty Survey
Lunch and Look/Listen Sessions
Best Practices Workshops

Post-session Survey

Name:

During the past several months, we have been looking at faculty "Best Practices" at the Canby campus. Each department has identified what they do in their classrooms and lab that particularly works for them.

Please take a minute to identify if you have started to use any of the following in your classroom or lab. Please do NOT identify any that you used prior to the "Best Practices" sessions.

1. Instructors use a variety of technological devices within their classroom environments. Please identify the technology you have introduced in your instruction as a result of participating in the "Best Practices" sessions:

4 Internet sites
 2 Audio/Visual
 3 Elmo
 1 PowerPoint presentations
 1 Demonstrations
 0 Internet games to reinforce learning
 2 D2L Testing
 2 D2L Learning Components
 0 Others: List here.

2. Please identify any motivational strategies you have started or will start as a result of participating in the "Best Practices" sessions:

1 Make students feel that I care about their success.
 4 Small group activities
 1 Daily quizzes
 1 Interact with students
 2 Calling on students to answer questions/solve problems
 3 Hands-on materials to show
 2 Bring in industry people to share on-the-job experiences
 2 Take on field trips
 0 The student buys rolls if not here on time.
 1 Take daily attendance
 3 Jokes at the start of the class period
 0 Other not listed here. Please identify below:

3. Please identify any new assessment techniques that you have initiated in the classroom or lab as a result of participating in this Best Practices activity:

0 Written Tests
 0 Daily Quiz
 2 Verbal Tests
 1 Quality of lab: Neatness, knowledge, operations

- 0 Worksheets for Lab performance objectives
- 0 Homework assignments
- 0 Attendance and participation in the classroom/lab
- 0 Other not listed here. Please identify below:

4. There are a variety of ways through which we can deliver our curriculum (demonstrations, lectures, small group activities, discussion sessions, question/answers, etc.) Please identify the various ways you approach content learning differently today in your classrooms and labs than you did prior to the Best Practices meetings.

- 0 Lecture
- 0 Lab
- 2 Partners
- 5 Small group activities
- 0 Visual
- 2 Hands on practice
- 0 Demonstrations
- 4 Discussions
- 5 Question/ Answer Sessions
- 0 Field Trips

Probably the most significant findings lay in the areas of the way faculty communicate with their students. Many who had not incorporated small group activities in their classrooms indicated that they were implementing or would implement in their classrooms. Discussions and question/answer sessions were areas which truly focus the learning responsibilities onto the students were also fairly new communication techniques. While faculty may have informally done these techniques in the past, they were now going to plan sessions during which they would implement these techniques for learning.

The other significant finding was in the use of the internet as a classroom tool. Five instructors, or over 50% of our campus faculty have started, or will start to use internet resources in their classroom environment.

The exercise was successful. One of the things that Peter and I discussed afterward was the fact that this was a rewarding activity. We learned from each other and we gained a new type of respect for the way in which our peers approach the learning environment.

Budget Statement

The Canby Campus CTL group started the year \$1,338.78. We contributed \$125 for the speaker at the Fall Faculty Workshop and \$197 in equipment related expenses. We purchased a scanner for the multimedia equipment that allows faculty to copy slides and incorporate into presentations.

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

Goals for 2008 – 09

The Canby campus faculty met after the Assessment meeting on May 14 for a quick review of accomplishments, completing the post-survey, and identifying goals for next year. The following goals were identified:

1. Deb Peterson is attending the D2L Upgrade training session this summer and will facilitate a learning session with the Canby Faculty as soon as we get back.
2. Mikel Armitage will be conducting an OUTLOOK email workshop on August 18 for all faculty in the library.
3. Several expressed interest and need for training in the Office 07 package.
4. Web training will be established similarly to the way the campus conducted the D2L training. We'll invite Kristine Madsen for 2 - 3 sessions; then we'll continue to meet weekly in the computer lab to work on our projects and/or trouble shoot for each other.
5. Multimedia is a growing issue. Two faculty members would like to incorporate video production into their classroom instructional training. Training needs to be facilitated as soon as possible in the fall.

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

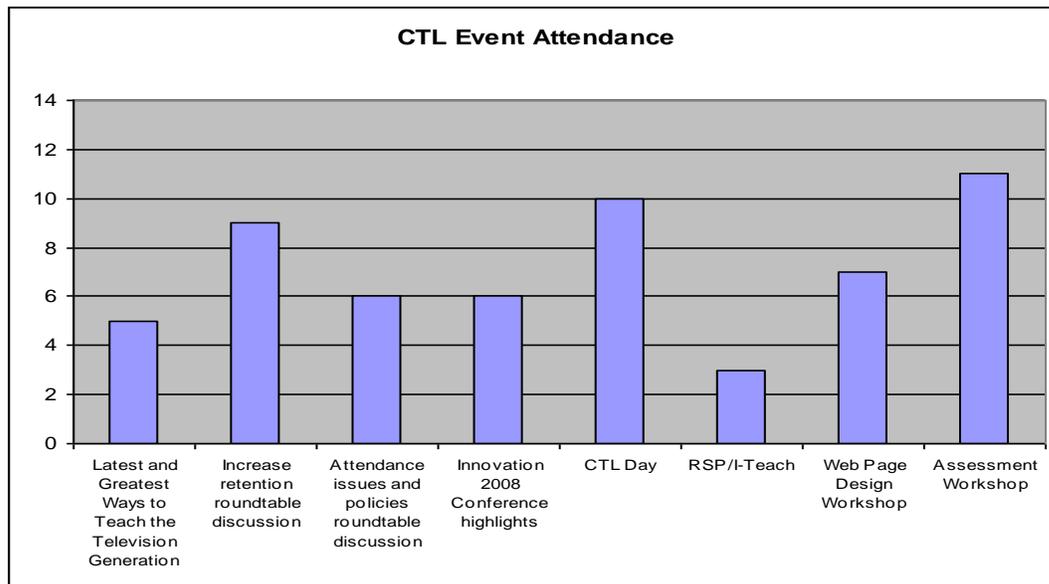
Executive Summary

At the Granite Falls Campus of Minnesota West Community and Technical College, the Center for Teaching and Learning afforded the leaders an opportunity to facilitate a variety of activities. We held a lunchtime roundtable discussions on retention issues and another on attendance issues and policies. We facilitated a workshop titled “Latest and Greatest Ways to Teach the Television Generation” presented by Michelle Deck which we shared via teleconference with the Canby campus. A faculty member shared highlights of the Innovation 2008 Conference at another lunchtime meeting. A hands-on Web Page Design workshop was conducted by our college Web Specialist, Christine Madsen. Three faculty members attended the RSP/I-Teach conference in Minneapolis in February.

We participated in activities with other campuses in a spring administrative day. We collaborated with other campus CTL leaders to conduct workshops on varied topics. Some of these topics included: “Teaching Generation X Students,” designing faculty Web pages, and an informative session on “What’s New at Granite Falls. Administrators conducted a workshop titled “Multiple roles, balancing acts, and getting the job done. How do I keep it all together?”

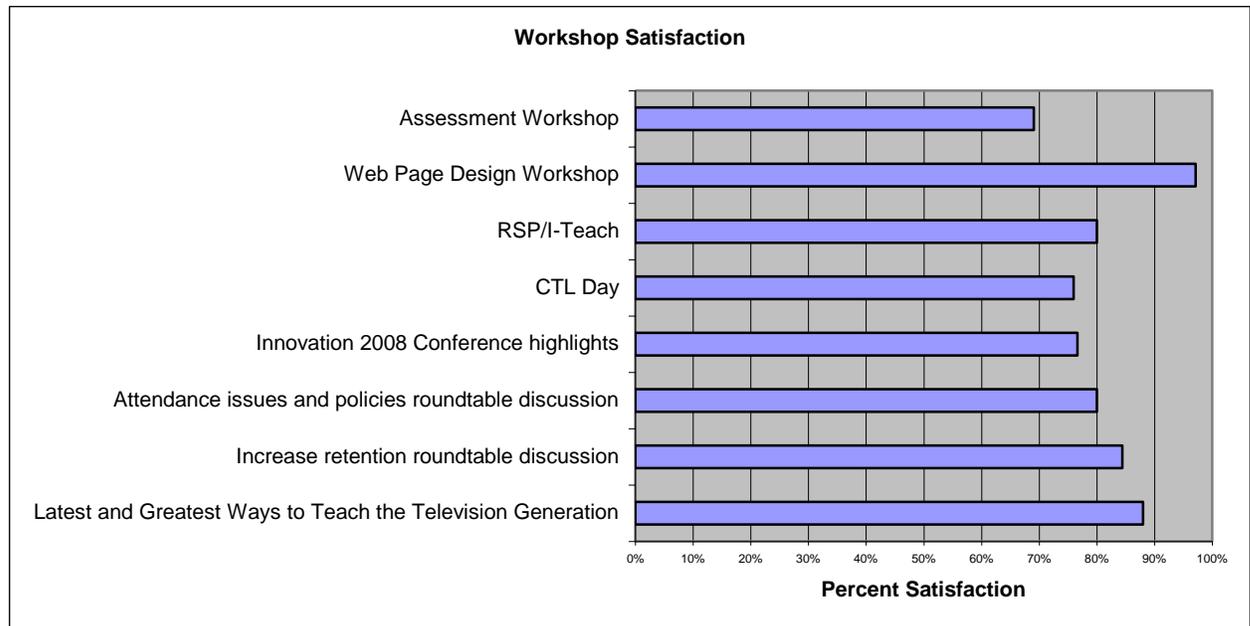
We also joined the other campuses and sites for an assessment day workshop on our last duty day of the school year. We combined this workshop with our CTL wrap-up session where the faculty completed our year end event survey and shared suggestions for workshops for next year.

Summary of Faculty Development Leadership



A survey/questionnaire was disseminated after the February 19 all-campus CTL day. A majority of the faculty were satisfied with workshops they attended. When faculty participating were asked for a preferred day to be used for a CTL planned faculty development, 72% of the respondents were in favor of leaving the day as the Tuesday after President's Day.

An event survey form was completed in a CTL wrap-up session and was used to assess the CTL activities that were offered. The Assessment workshop/CTL wrap-up session in May received the best attendance. According to the results of the questionnaire, members of faculty who attended were most satisfied with the hands-on Web page design workshop.



Collaboration is a strong point for our campuses. The five campuses work together to create a full-day session 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 manager, Linda DeGriselles, is tremendously supportive of CTL efforts. Our campus information specialist, Brad Christensen, helped us share our teleconference presentation with the Canby campus. Mr. Christensen also assisted the CTL leaders with all multi-campus ITV workshops.

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 communication, 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 campus manager, which invited anyone interested in being a CTL leader to contact her. There were only two people who were interested and they were designated as CTL co-leaders.

Both Judy and Laine attended the Fall and Spring CTL Leader's Workshop. Both leaders also attended the Realizing Student Potential conference. 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

October 3, Latest and Greatest Ways to Teach the Television Generation,
presented by Michele Deck

November 27, Whine and Cheese, Increase retention roundtable discussion

December 21, Let your Presence by your gift, roundtable discussion on
attendance policies and issues

April 1, Innovation 2008 Conference Highlights, presented by Shannon Fiene

February 19, CTL Day

February 28 and 29, RSP I-Teach

April 3, Web Page Design workshop with Christine Madsen

May 14, Assessment workshop

Lunch was served at the roundtable discussions and the college wide February CTL day. Muffins and other various snacks were served at all other CTL workshops/activities.

Plan for Activities

The questionnaire distributed at the May 14 wrap-up session asked faculty to offer ideas and suggestions for next year. Ideas/suggestions were:

- How to fill a flower pot. This would be a stress reliever and a campus beautification project
- Defensive driving
- Fall golf outing
- Off campus noon lunch for community exposure
- Workshop on ways to better serve students with special needs
- Organizational ideas
- Review active learning
- Workshop on meeting students where they are
- Workshop on updating Web pages
- Roundtable discussions should be offered when more faculty are able to attend.

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.

Scheduling is often a challenge because of heavy teaching loads. Tuesdays at noon is a common hour when most of our faculty should be available.

Conclusion

Attendance at CTL sponsored events was higher than in previous years. The feedback received was that while there is a great deal of interest in faculty development, finding time to attend sessions is a challenge. The May surveys provided many new ideas for the 08/09 programming. The high response rate and novel ideas are indicative of faculty engagement in CTL-sponsored events.

Budget Statement

Carryover 06/07:	458.95
Revenue CTL Grant:	500.00

958.95

Expenses:

Speaker	125.00
Food	170.83
Travel	138.53
Supplies/Door prizes	98.83
Mileage	226.10

Total Expenses 759.29

Carryover into 08/09 199.66

Jackson Campus – Serena Totzke-Johnson and Shannon Schmitz, co-leaders

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.

This year we had two Co-Leaders on Jackson Campus. 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

In August, we began the school year with the CTL survey. The process did get a little jumbled but we did get it finished. In addition, we had 2 new faculty for mentoring this fiscal year. August 20, 2007, was the initial Campus wide CTL sponsored Administration Day. This is where we have available different break out sessions utilizing faculty from all of the campuses.

The following duty day on 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 started to meet through a conference call, D2L and email to coordinate efforts, brainstorm, and plan for the Campus wide Admin/Faculty Day in February 08.

Serena attended the fall CTL conference at Cragun's that was again a great opportunity to brainstorm with other Minnesota West campus leaders as well as view/discuss with other college leaders things that they have done. She obtained more textbooks for our CTL library and collected the packets for the new faculty on our campus. In addition, Serena collected the completed 2007 CTL Faculty Development Surveys. Shannon was to attend the Spring Conference, but due to a family emergency, she was unable to do so.

February 19, 2008 Campus wide CTL sponsored Administration Day was offered this year on each individual campus with more focused breakout sessions that was online and at each campus. This format allowed for less travel time and more time for focused individual sessions for optimal training. These sessions included; Generation Next, D2L Tips and informational tools – for beginners and intermediates, RUS Video and Audio Equipment – Instructional Hands-on Working Session – for beginners, Multiple roles balancing acts and getting the

job done – how to keep it all together. ITV sessions were Accuplacer, retention, fast track and Perkins, Social Networking and the Internet. In the afternoon we had an ITV meeting to get an update on our Presidential Search and other Administrative information. The feedback was very positive with many requests to do it again like this next year.

At Jackson campus, we continually maintain and orientate faculty to the available CTL Resource Center. This designated room includes our Russ Grant Audio/Video equipment, a computer and 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.

Smaller, faculty meeting CTL sessions included Web page design, writing effective complete syllabus, and emergency training awareness for the classrooms and campus. The latter is an ongoing need as we have mostly technical programs with labs where injuries and emergency situations occasionally occur. Lastly, we sponsored the final Admin Day to do a campus wide assessment writing session after a brief ITV review from Kayla Westra.

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 filers and workshop opportunities around Minnesota, as well as making the usual announcements during faculty meetings.

Lastly, we will assist in funding Faculty Development Training to two automotive instructors who will be attending an updated training for Chrysler Models transmissions etc. at the Chrysler Training Center in the Cities.

Some items in the goals for the year that were not accomplished will again be on my plan to pursue for the next year, as the vote was made at our last faculty meeting to keep me on as CTL leader for next year.

Timeline and planning Activities

From the results of the feedback received this year our campus would like to do similar scheduled admin days next year and include a group writhing session for assessments.

- Fewer sessions with more focused training.

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. I will try to encourage Farm Management to be involved with the planning and delivery as their schedule is varied and they are not present at most of our scheduled events. 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

08/21/07	Carry over	\$ 644.33
07/08	Budget	<u>\$ 500</u>

Total Budget \$1144.33

07/08	Faculty Development	\$300
07/08	Travel	\$57.44
07/08	Supplies	\$140.54
07/08	Food	<u>\$85.93</u>

\$560.42

Remaining \$560.42

Pipestone Campus – Jackie Lage, Leader

Executive Summary

Another year has slipped through our hands. I remember when I was a kid and the “old folks” would tell us how time goes by faster, the older we get. I didn’t believe them back then, but I sure do now. It seems like it was just last week when we had our first day back “kick-off” with all five Minnesota West campuses. It was hosted by the Pipestone campus this year. This is my campus, so you can’t help but feel the pressure to make sure everything goes smoothly.

The rest of the year was built around a survey I compiled from our faculty. I take care of this at our first duty day when I have a captive audience. This provides me with the ideas I need to set the goals. So, with the goals established we were off & running.

One thing that I had worked on over the summer, was taking a look at the collection of videos that our CTL library had acquired throughout the years. I worked some of them into the goals for our campus this year and they were well received.

We also had one new faculty member coming from industry into the teaching arena. I knew exactly what it was like being thrown to the wolves. So with that experience under my belt, I knew that I really wanted to provide her with some mentorship opportunities.

The rest of the year included sessions on everything from grading rubrics, assessment, recruitment, & roundtables sharing best practices (my favorite).

I feel that I had wonderful turnouts for the events that CTL sponsored. We do not have a common hour, so we usually have to conduct things over the lunch hour because that is the time that seems to work the best for most of our faculty. And as the old saying goes...“if you feed them they will come.”

I had an enjoyable year working with our faculty and look forward to the year ahead!

Summary of Faculty Development Leadership

- A. I started the academic year by having our faculty fill out a survey at our first faculty meeting. Included in this survey were ideas for potential areas of interest, along with ideas that I borrowed from other campus

leaders. I also had them include days & times that worked best for them to be able to participate in activities. My response was nearly 100% because I conducted the survey in person rather than e-mail.

- B. We are very fortunate on our campus to have an administration that is very supportive of our needs for faculty development. Our school is very small so we all must be able to wear the different hats.

Each fall & spring all five of our campuses get together for a full day of faculty development. Our administration allows the CTL leaders to take charge of these days. We usually include different break-out sessions so that there is something for everyone.

A few other areas where we had collaboration with staff and faculty from other campuses:

- We had Pam from our library do a session on Films Media Group.
- From the Worthington campus, Kayla presented sessions to us on grading rubrics, generation next and on our last administrative day she helped us through our assessments.
- We had a call-a-thon to help out in the recruitment area. I am proud to say that we had nearly 100% participation; from the CEO & Dean, to the custodians & support staff. CTL provided the pizza after the event. It ended up being a great social interaction for all of us.
- Kristine, our Web Specialist worked with faculty on how to add and improve upon our individual program's web pages.
- Our administrator, at our monthly faculty and staff meetings, gives me the floor for any CTL announcements that I have.

- C. I disseminate the CTL materials that I receive both electronically & hard copy.

In the beginning of the academic year, I brought in a bigger bookshelf for all of our CTL books & videos so that it would be easier to see what was available.

I compiled the information from our campus' survey that we received at our Fall Conference & shared this with everyone at one of our faculty meetings.

- I hang the posters and send out e-mail reminders for all of the upcoming events.
- D. My best resource for obtaining faculty development information is through the Center for Teaching & Learning. If I don't get it directly from the website or e-mail updates, I get a lot of great information at the Fall & Spring Leaders Conferences. I don't know where I would get the information from if I didn't have CTL as a resource.
 - E. I promote campus & statewide activities to faculty via e-mail, mail room, face-to-face at our faculty meetings. I think that leading by example is imperative, also having a passion about the work that you do. You need to keep a very positive attitude.
 - F. Every fall & spring I look forward to attending the CTL Leadership Conferences. They really do provide you with wonderful ideas to try at your own campus. It is so much fun collaborating with other colleges statewide. It really does invigorate you when you return to your own campus.

I was really disappointed that I was not able to attend the RSP/ITEACH Conference this year. I opted instead to attend the Midwest Beauty Show/World Show in Chicago which was held on that same weekend. One thing that I will have to say about the Cosmetology field, they are very much in tune with the need for motivation & self preservation in our field. I love to go to hair shows for this factor just as much as the technical side of things.

List of Activities & Programming

August 20th

All five campuses of Minnesota West got together for breakout sessions to kick-off the new academic year. We had approximately 70 - 75 faculty & administration attend. Overall, the feedback of the day was very positive.

September 26th

We had a roundtable discussion on best practices to help out the new faculty. It was very informal with pizza & conversation. I had 8 faculty attend. Considering that we only have about a total of 16, this is very good.

Evaluation Form

	<i>disagree</i>			<i>agree</i>	
Useful & applicable					8
Assist me in course prep. & teaching				2	6
Focused				1	7

Offered practical suggestions/ can incorporate					8
Considered mine & students needs					8

Great

More group discussions

Excellent idea

Would like to see more training in computers

Good discussion, should meet more often

Great to discuss ideas with your peers

October 31st

I pulled out some of the dusty videos & I found a dated, but good, video on Critical Incidents in teaching. I set it up as a round table format & what this video did was to open up the conversation & the sharing of best practices. I had 8 faculty attend.

Evaluation Form

disagree

agree

<i>Did what was advertised/expected</i>		<i>1</i>		<i>4</i>	<i>2</i>
<i>Level of expertise & pacing</i>		<i>1</i>		<i>5</i>	<i>1</i>
<i>Met personal needs</i>			<i>1</i>	<i>5</i>	<i>1</i>
<i>Learning new ideas & strategies</i>			<i>1</i>	<i>5</i>	<i>1</i>

Appreciate peers feedback & advice

Liked exchanging of ideas

Want more round tables

December 5th

In our under-populated part of the state, numbers are always an issue. We decided to have a "call-a-thon" to prospective students because without students, none of us would be here. They asked me, as the CTL leader, if I would provide the pizza afterward & try to make this a bit of a social event. It ended up being a great evening for a little mixing of the faculty, staff & administration. We are all affected by the numbers & it felt good to have everyone come together for this. I have no formal evaluation of this event, but I can tell you by the comments made afterward that it was well received. We may even do this again!

February 5th

Kayla Westra from the Worthington campus came to our campus in did a session on Grading Rubrics. It helped to show the faculty how they can speed up the grading process, as well as help you to grade more fairly & consistently. I had 4 faculty attend.

Evaluation Form

disagree

agree

<i>Useful & applicable</i>					<i>4</i>
<i>Assist me in course prep. & teaching</i>				<i>1</i>	<i>3</i>
<i>Focused</i>				<i>1</i>	<i>3</i>
<i>Offered practical suggestions/ can incorporate</i>				<i>1</i>	<i>3</i>
<i>Considered mine & students needs</i>				<i>1</i>	<i>3</i>

I will need to practice more to get this right
Good session

February 19th

This was our Spring All-Campus Administrative Day headed up by CTL. We had 14 faculty from the Pipestone Campus attend.

We started the day with all of the campus CTL leaders putting on a presentation about the Generation X. Kayla from the Worthington campus got all the information compiled for us. I really had great discussion come out of this session. I wish that I would have planned for more time on it.

Next we had breakout sessions on web pages, social networking, student retention, fast track, etc. After lunch, we continued with "How to Balance Multiple Roles". We ended the day with treats & door prizes.

<i>Evaluation Form</i>	<i>disagree</i>		<i>agree</i>		
Useful & applicable			4	3	3
Assist me in course prep. & teaching			3	3	4
Focused			2	5	3
Offered practical suggestions/can incorporate			2	5	3
Considered mine & students needs			4	3	3

Web pages – good one

Web design – pumped to get started

Retention info. was the same as last year

Nice not to travel (we did it on each campus via ITV)

I missed seeing everyone

April 29th

Pam from our Library put on a session about streaming video. I had intended to continue our roundtable discussions on our Critical Incident video, but Pam offered to do this & I didn't want to miss the opportunity. I thought that we might get a little of both in, but we ran out of time. Pam was able to enlighten us on what the library is able to assist us with & where the opportunities are for incorporating video into our online & face-to-face teaching. I had 7 faculty attend.

<i>Evaluation Form</i>	<i>disagree</i>		<i>agree</i>		
<i>Did what was advertised/expected</i>			2	2	2
<i>Level of expertise & pacing</i>				2	4
<i>Met personal needs</i>				3	3
<i>Learning new ideas & strategies</i>				3	3

Liked the information on on-line videos

Will check out videos

May 14th

The last event planned is on assessment. We are all going to get together for rolls & juice in the morning & then work on our assessments together. Kayla from the Worthington campus did a presentation, via ITV, for us on the importance & purpose of assessments.

Plan for Activities

There will be training on Outlook one of our first days back in August. Also, I am going to continue with the Critical Incident Videos that I have in our CTL library. It provides for great roundtable discussion on best practices. I also had a request in for more training on using D2L to teach online & face-to-face.

I also plan on having a co-leader next year. I feel like I need someone to help me with incorporating some fresh ideas. John from our carpentry department has so graciously accepted the invitation to co-lead with me. I look forward to working with him!

Conclusion

I feel that my year as the CTL Leader has been a good one. What keeps you going are the nice comments that you hear from your co-workers. I had a great turnout for all of my CTL sponsored events. I know that time is what everyone is always short on. If only CTL could provide that for everyone.

I did not get to attend a lot of CTL sponsored events this year, but I did attend quite a few discipline sponsored events that really help to revive & invigorate a person.

I love attending the Fall & Spring CTL Leaders Workshops. They also help to refuel a person's ambitions.

Budget

Balance Forward	716.77
Inter MnSCU Transfer	1889.07
Revenue Total	2605.84
Non salary Budget	1716.77
Cont. Food	274.07
SCC-Motor pl	150.00
Supplies	86.34

Subtotal

510.41

Worthington – Anne Aby, co-leader, Rolf Mahlberg, co-leader

Faculty Development Leadership

A. Assessment of faculty needs for development and support

2007-2008 at the Worthington campus at Minnesota West has been a year of leadership transition. Worthington's CTL activities had been most capably led by Rita Miller from 2001-2007. Given her upcoming Medical Lab Technician program's accreditation, Rita stepped down as Worthington's CTL campus leader last spring and a recent addition to the faculty agreed to take her place beginning in August 2007. However, by the end of September, he announced he would not be able to take on the position after all and the CTL campus leadership position at Worthington was again vacant.

After many desperate appeals, two senior faculty members, Rolf Mahlberg and myself, Anne Aby, agreed to serve as Worthington CTL campus co-leaders. Together we represent over 60 years of service to the Worthington campus and higher education. For example, I served as Worthington Community College's Writing Across the Curriculum (WAC) coordinator from 1989-1991. WAC was a writing initiative funded by the Bush Foundation for the Minnesota Community College System. Twenty years later I still award two Good Student Writing Awards at the annual spring academic awards banquet at Worthington campus since I helped get those awards "institutionalized" after Bush funding ended. These awards (2 students receive three semester tuition credits to be used at Minnesota West) are now funded by the Minnesota West Foundation.

Thus Rolf and I became CTL campus co-leaders (a role neither of us had anticipated sharing when the semester began). Our previously made professional commitments meant neither of us was able to attend the Fall Leadership Conference at Cragun's which was then one week away. However, even with this inauspicious beginning, we believe CTL has had a good year at Worthington campus. We are very grateful for the support given us by Kayla Westra, College-wide CTL Coordinator, our provost Dr. Graber, and the Worthington campus faculty who have enthusiastically volunteered to share their talents at CTL meetings and also have faithfully turned out in large numbers to attend our monthly meetings.

Given our late start, we quickly learned our first task would be to set our CTL goals for 2007-2008 (which were of course due – yesterday). We went on record supporting MWCTC's institutional goals particularly noting those

providing support for CTL activities. In sum, Minnesota West's CTL mission is to continually support and empower faculty to enhance institutional effectiveness and academic achievement.

Worthington campus CTL goals and faculty needs assessment for 2007-2008 were built on the work of Rita Miller, previous Worthington campus CTL leader. Using her major areas, we divided needs into four dimensions:

1. Enhance/Improve Teaching Techniques
 - Address teaching techniques as particular topics requested by faculty
 - March, April CTL meetings;*
 - RSP/ITeach Conference – February*
 - “Assessment Party” – May Admin. Day*
 - New technology concerns
 - Proposed August 2008 meeting*
 - Increase CTL “library holdings” in faculty Lounge and LARC
2. Human Dimension: Caring and Commitment to Students
 - Student Life – Chair Massages
 - April (enjoyed by many students)*
 - Retention Issues
 - February CTL/Administrative Day*
3. Human Dimension: Caring for Faculty
 - Continuation of Book Group started in 2006
 - Book Club met monthly 2007-2008*
 - Chair Massages (provided by Jackson students)
 - April (also enjoyed by faculty)*
 - CTL Finals Canteen - *May*
4. Faculty Awareness
 - Spotlight on various faculty members, college projects, conferences and workshop opportunities for faculty
 - October, November, December CTL meetings;*
 - February CTL/Administrative Duty Day*
 - Faculty meetings (2 per month)

Part IV of this report will show in more detail how this assessment of faculty needs for professional development and support as reinforced by these campus specific goals was basically addressed during 2007-2008.

Collaboration with campus administration, staff and faculty to plan and deliver programs

As mentioned earlier in this report, we have had ongoing support and collaboration with campus administration, staff and faculty to plan and deliver quality programs over the course of this year.

Dr. Diane Graber, College Provost, is the administrator most identified with the CTL program. She is always available to offer support and encouragement, and assisted with some of the programs as well as funded the two meals for the February CTL/ Administrative Duty Day. As well as Dr. Graber, Drs. Jeff Williamson, Vice President of Instruction, and Marnie Fischer, Worthington Campus CEO, also attended CTL sponsored events when their schedules permitted.

Probably our greatest support in terms of collaboration has been provided by Kayla Westra, College-wide CTL Coordinator. Kayla has not only provided expertise, support, and financial resources but also developed materials and power point presentations for college-wide CTL meetings and activities, especially those associated with the February CTL/ Administrative Day, including the breakfast group sessions on each campus focused on Generation X students, the Teaching Round Table/lab on the Worthington campus, and the all sites ITV faculty discussion of multiple roles, balancing acts and other dilemmas challenging 21st century college faculty.

Kayla also designed the college-wide assessment work session for Wednesday, May 14th. This will be discussed in more detail in PART IV. Kayla has also proposed a CTL training session on Outlook (new technology) for August 18, 2008, the first Administrative Day beginning Fall Semester. This session will be mentioned in Part V of this report.

An example of staff collaboration would be the presentation by Patricia Wachtel, Director of Institutional Research during the February CTL/ Administrative Day. Ms Wachtel has only been at Minnesota West since last August so in addition to hearing her discuss her research and data on MWCTC students over the past few years, many faculty got to meet her and discover how her research might also be of use in terms of their own grant efforts and initiatives.

Of course collaboration with faculty is extremely important. Marcia Johnson, a librarian at Worthington campus, began a Book Group in 2006. This

Book Club met once a month from October to April this year. This year's selections included My Sister's Keeper by Jodi Picoult, Waiting for White Horses by Nathan Jorgenson, A Thousand Splendid Suns by Khaled Hosseini, The Florist's Daughter by Patricia Hampl, and The Glass Castle by Jeanette Walls. Average monthly attendance was about five and included both faculty and staff. Additional faculty and staff read the selected books although could not attend the discussions due to their schedules. I (Anne) attended these meetings and also assisted in making sure their scheduling did not conflict with CTL or faculty meetings planned for each month. Several members of the Book Club have expressed an interest in continuing to meet next year.

Collaboration with faculty also included those faculty members who shared their particular talents and interests at several of the monthly CTL meetings held over the course of the year (again refer to Part IV).

In addition, one of those faculty members, Karsten Piper, English Department, who spoke on "What's Up with Minnesota Poetry" at the December 4th CTL meeting on Worthington campus also brought his friend, Poet Dr. Frederick Foote to Worthington for three events October 29-30, 2007 sponsored by Minnesota West. These included an evening of poetry, war, medicine, and conversation with poet and Navy doctor, Frederick Foote held at the historic Dayton House on Monday open to the public and two events the next day: a noon reading for college and high school students in the Worthington campus Commons and an evening hands-on poetry writing workshop for adult and student writers in the Commons from 7-9 pm.

We also made sure our monthly CTL meetings would not conflict with the two monthly faculty meetings through collaboration with the Worthington campus faculty president, Beth Van Orman.

Explain how you, as leaders, provided both the support and resources on your campus.

CTL resources have been overwhelming. We have provided library resources, videos and books, CTL information, references to CTL websites, etc. Kayla Westra distributes much information via her regular emails. We have provided resources available through a variety of formats including mailings, face to face, the monthly CTL meetings and the February CTL/Administrative Day.

Describe the resources you used to obtain faculty development information.

The CTL web pages and regular newsletters are invaluable in making opportunities known to our faculty.

New formats for delivery (such as webinars) have assisted us in surmounting our distance issues (some of our own campuses are separated by over 100 miles; Minnesota West is also a 3-4 hour drive to the Twin Cities).

How did you promote campus and statewide activities to faculty?

As mentioned above, many conferences are now offered in “virtual” packaging. This has both good and bad consequences for out-state faculty. Out-state faculty or as they are sometimes called “Greater Minnesota” faculty now have more opportunities for faculty development in spite of the limitations posed by our geographic location. On the other hand, if that faculty member is a one person department (or in my case, one person, two departments (!), contacts made with other faculty at other state institutions in similar situations are less likely to happen in a virtual conference, furthering local academic isolation.

The RSP/ITeach Conference held February 28-March 1, 2008, is another example of our challenges imposed by geography. While metro-area institutions could make that meeting party of their February CTL day, Minnesota West did not and so while some MWCTC faculty did participate, the majority (having all ready had the February 19th CTL Day in southwestern Minnesota) could not consider also missing classes the following week.

Campus and statewide activities are promoted by emails, CTL meetings and the bi-monthly faculty meetings. The February CTL/ Administrative Day also had a slot devoted to pointing out various upcoming summer faculty development opportunities and possibilities. For example, while I would find it difficult to pursue extensive faculty development during the academic year as I teach 9 different courses covering two departments, I have participated in two one week NEH Landmarks Workshops for Community College Faculty during the summers of 2005 and 2007. These workshops were held at Jackson State University, Jackson MS (Landmarks of American Democracy: From Freedom Summer to the Memphis Sanitation Workers Strike) and at Boston College, Chestnut Hill MA (Landmarks in American History and Culture Workshop: Encountering John Adams: Braintree and Boston).

List the CTL workshops and conferences that you attended, and explain how they helped you develop or work as a leader.

Anne Aby:

During the period from July, 2007 to August, 2008, I have been involved in several professional activities and conferences in addition to my being the sole full time faculty member of two departments (History and Political Science) and becoming a CTL campus co-leader. At MWCTC I also serve on the Awards for Excellence Committee which meets about once a month.

In July 2007 I participated in the NEH Landmarks Workshop on John Adams mentioned above. In October I presented a paper entitled "The Turbulent Sixties: A Reassessment" on a panel dealing with "Recent Research, Pedagogy, and Civil Rights" at the Twenty-Fourth Annual Fannie Lou Hamer Memorial Symposium Lecture Series at The Hamer Institute at Jackson State University in Jackson, MS. This is why I could not attend the Fall CTL Leadership Conference in Brainerd.

In November I attended the Minnesota Political Science Association annual meeting at St. Olaf College in Northfield, MN. I served on the MNPSA's board of directors 1994-98, 2001-2007, representing community colleges.

In April, 2008 I attended the CTL Spring Leaders Workshop in St. Paul. Later in the month I attended the Dakota History Conference at Augustana College in Sioux Falls, SD. May 29-31 I will be attending the Organization of American Historians (OAH) Community College Workshop at Ivy Tech Community College in Bloomington, IN. The three-day workshop is aimed at providing professional enhancement opportunities and materials for community college professors teaching the U.S. History Survey. On May 16th I was asked to become part of a 3 member panel discussing "Working with Underprepared Students Planning to Transfer, Working with New Americans" during the workshop because the scheduled presenter had to cancel, so another leadership opportunity has been given to me in the near future.

June 20-July 3 I will be at "Japanese camp" at Dartmouth College in Hanover, NH; I have not studied Japanese since graduate school at the University of Chicago in the 1960s.

Having taught at Minnesota West for 30 years and still being actively involved in professional activities at the local campus, college, state and national levels, I trust I am refining my skills as a leader; I certainly am tired on some days!

Rolf Mahlberg:

Rolf has added his comments to the end of Part VI.

List of Activities and Programming Held Last Year and Evaluation Method

Our CTL activities and programs at Worthington campus this year were tied to the Worthington campus CTL goals and faculty needs assessment for 2007-2008 as discussed in Part III. A. of this report. In that part we noted which area each particular meeting or activity reinforced.

Those goals and needs again were

- **Enhance/Improve Teaching Techniques**
- **Human Dimension: Caring and Commitment to Students**
- **Human dimension: Caring for Faculty**
- **Faculty Awareness**

We both missed the Fall Leaders Conference in Brainerd but knowing the need to evaluate and assess our campus CTL programs this year, we adapted the MNSCU CTL program evaluation form as our standard evaluation piece to be used each month. This "Workshop Evaluation and Feedback" form asked 5 questions:

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

Poor	Fair	Good	Very Good	Excellent
1	2	3	4	5

2. Rate the session in each of the following areas:

Not applicable	Not at all	Somewhat	Adequately	Very	Extremely
N/A	1	2	3	4	5

a. Did what was advertised/expected

b. Level of expertise and pacing of presentation

c. Met my personal needs

d. Learning new ideas or strategies

3. What aspect of this workshop was most beneficial

to you?

4. What ideas would you consider using in your classroom?
5. For future planners of workshops for this group, what suggestions do you have?

Responses we received from the Workshop Evaluation and Feedback form reflected the particular goals and needs area addressed by the particular program. Obviously new teaching techniques could be utilized in the classroom; meeting a new faculty member would enhance faculty awareness but not necessarily have classroom application.

List Of Activities And Programming Held Last Year

October 24, 2007
12-1 pm

RAIN GARDENS

Minnesota West faculty and staff have turned green. As a part of our CTL endeavors this year we held a session on establishing rain gardens on the campus in Worthington. The rain gardens are located near the front entrance of our campus. They function to support clean water for the lake which is located just 150 yards from our campus. The water leaving our campus is treated by the rain gardens which sort out the contaminants such as motor oil, lawn clippings and fertilizer. This filtering action of the rain garden facilitates our desire as a campus to be good stewards for the area.

At the conclusion of the presentation the people attending went outside and surveyed the site which was being constructed while we watched.

Pizza served
19 attended

- 9 evaluations: 1. Very Good (2) Excellent (7)
2. all Very or Extremely
 3. Comments all positive,
 4. liked the program and
 5. found the subject interesting and thought-provoking

November 6, 2007

12-1 pm

WHO IS ERIC PARRISH?

Eric Parrish is the new music and theater instructor at Worthington campus. The faculty, staff and administrators who attended enjoyed getting to know him and learn more about his rural Minnesota background and his many experiences in opera and performance in Denver, New York and Los Angeles. His presentation was enhanced by musical selections. He will be studying opera in Italy in June 2008.

Dessert served

21 attended

14 evaluations: 1. Very Good (1) Excellent (13)
2. all Very or Extremely
3, 4, 5. Positive, Enjoyed music
and presentation

December 4, 2007

12-1 pm

WHAT'S UP WITH MINNESOTA POETRY?

Karsten Piper, English, focused on four Minnesota poetry publications in his CTL presentation. These publications were not familiar to most of the faculty present.

The Whistling Shade - a quarterly literary newspaper available at various locations including cafes and bookstores in the Twin Cities.

The Talking Stick www.thetalkingstick.com published by the Jackpine Writers' Bloc with a state wide appeal.

www.Northography.com - a bimonthly "stimulus" is posted and invited writers respond.

What Light: This Week's Poem - every Monday a new poem is posted on its website plus a profile of the poet. www.magers&quinn.com

Fall semester Karsten taught a poetry class and a week after his CTL presentation "Piper's Poets" gave an evening reading of some of their poetry.

Subs served

12 attended

6 evaluations: 1. Very Good (1) Excellent (5)
2. all Very or Extremely
3, 3, 5. Comments all positive

With a mid-January start for Spring Semester and the upcoming CTL/ Administrative Duty Day to be held on February 19, 2008, January CTL meeting was not held.

February 19, 2008

CTL / ADMINISTRATIVE DUTY DAY

8:30 am – 4 pm

In past years, the February CTL/ Administrative Duty Day has been held at one campus, requiring the faculty at the other four campuses to drive (campuses are 30-125 miles apart). Given the uncertainty of February weather conditions this has led to some anxious duty days and some cars in ditches in the past. This year it was decided to have a day based on a mix of local campus and ITV sessions, therefore no driving to one “central” location.

The day began with morning sign in, coffee, rolls and juice in the Commons area and then each campus had a power point session/workshop on Generation X students (designed by Kayla and facilitated by the local CTL campus leaders). Then there was one breakout session on each campus plus an ITV choice.

Worthington campus

ITV

9:35-10:15 am Institutional research: Accuplacer,
Who we are. Retention
Professional development Fast track
Opportunities Pekins

10:20-11:05 Teaching Round Table/Lab Social
networking &
internet

11:10 am-12pm ITV All Sites: Multiple roles,
Balancing acts, getting job done: How do
I keep it all together?

12-1 pm Lunch (each campus)

1:05-2:20 pm ITV All Sites: Administrative presentations

2:30-3 pm ITV All Sites: Faculty meeting

3-4 pm Work in offices

Coffee, rolls; lunch served

33 attended

21 evaluations: Aside from one totally negative evaluation

of everything associated with the day and its activities, most considered the "Day's Plan: CTL am/ Administrative pm" a 4 or 5 with 5 being excellent. "Meals" were catered by HyVee since Lunchtime Solutions turned down the request based on Monday being Presidents' Day. There were 4 fairs (a 3) for the meals, the rest gave meals a 4 or 5. "Facilities" received several low (2 or 3) grades, because the room selected (a computer lab but not an ITV room) had lots of obstructed seats.

On the Worthington campus form, workshops and breakout sessions were not evaluated separately, but in general were positive. Individual comments did reflect individual sessions. A comment on several forms indicated interest in learning about the kinetic learning style of Generation Next which came up in the group workshop which began the day. Many appreciated the institutional research material presented by Pat Wachtel in the 9:35-10:15 am workshop on the Worthington campus, although the slides were difficult to see because of the room choice mentioned above. At least two commented on learning tips during the Teaching Round Table/Lab on the Worthington campus during the 10:20-11:05 session.

The evaluation form's request for ideas for summer workshops yielded the following: teaching across disciplines, D2L updates for Fall semester, D2L class enhancement, podcasting and audio video, specific tech stuff like Microsoft outlook, group dynamics, online discussion boards.

In terms of future years' scheduling:

Friday before Presidents' Day: 6

Tuesday after Presidents' Day: 12

Other (I Teach): 2

March 4, 2008

MAKING VIDEOS WITH WINDOWS MEDIA

12-1 pm

ENCODER

David Matthews, Mathematics, discussed screen capture software including image capture and video capture. He also provided step by step instructions on how to make a video capture with windows media explorer and then how to use the output.

Subs served

17 attended

13 evaluations: 1. Good (2) Very Good (2) Excellent (9)
2. most Very or Extremely
3, 4, 5. In general positive, faculty
represent a range of abilities which
comments reflected

April 1, 2008

12-1 pm

A TRIP TO TAFITI AND OTHER EMERGING CYBERSPACES

Katherine Janssen, Computer Science,
gave a fascinating presentation on Web 2.0, multiple
delivery sites, Microsoft
Silverlight and Tafiti, a Microsoft experimental
graphical search engine deployed using Silverlight
which is designed to use the web for research projects
that span multiple search inquiries, multiple sessions
and multiple devices. <http://www.tafiti.com>

Subs, birthday cake for Rita Miller (former CTL campus
leader) provided

19 attended

11 evaluations: 1. Good (1) Very Good (2) Excellent (9)
2. all Very or Extremely
3, 4, 5. Comments were VERY positive;
several said this would definitely
enhance their teaching

April 16, 2008

11 am-2 pm

CHAIR MASSAGES

This was a CTL activity carried over
from last year. Shannon Schmitz brought 5 massage therapy
students from Jackson campus to offer chair massages in the
Commons area.

These were enjoyed by students, faculty, staff and
administration at the Worthington campus. The
Worthington campus CTL gave Shannon and her 5 students
coupons for free lunches at our campus cafeteria.

? attended
did not do evaluations

May 7, 2008
12 pm-

CTL FINALS CANTEEN

As announced at the faculty meeting the day before, on May 7th, the first day of finals, we put all our left-over treats from past CTL meetings such as candy and boxed granola bars, and pop in the faculty lounge for faculty to enjoy while grading exams. Faculty, both full time and adjunct alike, were grading with a “sugar-high” the whole afternoon. The treats were appreciated by the faculty and thus did not go to waste at the end of the year.

May 14, 2008
8:30-10 am

“ASSESSMENT PARTY”

Originally proposed by Ron Arp, Jackson campus, this was a most successful start to the last day of Spring Semester 2008. The day was a scheduled administrative day. The CTL-sponsored activity was scheduled for the first session of the day on each campus.

On the Worthington campus, Rolf and I provided coffee, rolls and orange juice (catered by HyVee) in the Resource Center foyer. Then faculty went to ITV Rooms 502 and 506, which opened on to the foyer to complete their course (and if relevant) their program assessment sheets for the semester/year. Kayla briefly spoke to the faculty on all five campuses (via ITV) and briefly reviewed the purpose of assessment, the need for assessment in terms of college accreditation and the procedure for filling out the course forms, one form per course. If faculty wished to make copies of their forms, the copy machine across the hall was available. Faculty could then place their completed forms in the large envelopes addressed to the various division chairs placed in the hallway. I believe this was the most efficient and successful method of mass faculty compliance with end of semester form completion I have ever seen.

Coffee, juice, rolls provided
32 faculty (including 2 adjunct) attended

A Plan of Activities for Next Year

Since Rolf and I have agreed to continue as Worthington campus CTL co-leaders next year, we have felt less urgency in working out specific monthly plans for 2008-2009. Also we are both still busily engaged in completing various commitments and duties from this year.

However we do have a plan for the 1st week back of Fall Semester 2008, specifically for August 18th. August 18th is the first day back for Fall semester and is a designated campus planned activities duty day (no travel). Kayla has proposed a 1 ½ to 1 hour training session on Outlook on each campus sponsored by local campus CTL leaders.

We also have done some preliminary thinking about next year's activities and programs.

- We will continue to structure our planning around the same basic CTL goals and faculty needs assessment areas utilized this year and offer a mix of programs as we did during this past year.
- We will continue to hold the meetings at noon and include food.
- We will continue to include an assessment piece and an evaluation tool.

There will also be some changes in meeting focus. No faculty retired this year, so there will be no new faculty to "meet." However, we will have a new college president and depending on how many ways he will have been "introduced," we may be able to include him in a CTL program. We somewhat neglected our "Human Dimension: Caring and Commitment to Students" area this year. There could be a couple programs focused on students next year. Le Lucht, the Spanish instructor, is taking a group of students to Mexico this summer and they could share their experiences at a meeting. We could also do a follow-up on student activities and student retention.

We also both plan to attend the CTL Campus Leaders Fall Workshop where we will receive more ideas.

Conclusion

We believe 2007-2008 was a good year for CTL and more broadly for faculty development on Worthington campus. Our programs and activities represented a good mix of the various CTL goals and faculty needs, set at the beginning of the year, discussed in both Parts III and IV of this report.

Our assessment and evaluation tools (discussed in Part IV) gave us regular feedback on how our programs were received and new suggestions for future meetings both this past year and in 2008-2009.

In the case of the "Trip to Tafari" program presented on April 1st, we actually were informed by Dr. Williamson, Vice President of Instruction, who had attended the presentation, that the very next day when he had visited a class for a scheduled faculty evaluation, the instructor was utilizing the material which had been presented at the CTL program the previous day!

We have decided noon meetings (with food) have led to larger turnouts. We will continue to try and schedule some meetings for Tuesday noons and some for Wednesday noons to accommodate faculty who have labs, clinicals or classes on certain days.

Faculty development planning and implementation has many dimensions and areas. As CTL campus co-leaders, we provided local programs and activities as well as disseminated information about many additional development opportunities through MNSCU. There is also a Faculty Development Committee on campus which assists with funding individual faculty development interests and needs. There are also regional, state and national conferences, both real and virtual, available to help faculty fulfill their short and long term goals and interests. The committee has never had difficulty in disbursing all its funds.

Thus as CTL campus co-leaders we are only part of a larger universe of potential faculty development opportunities and possibilities available to MNSCU, and in our case, MWCTC, faculty. This also means we do not have statistics on the total amount of faculty development occurring on Worthington campus, but we would assume it is substantial.

We continue to be grateful for the support and encouragement we have received from fellow faculty, administrators and staff. After all, the most stimulating presentation falls flat if no one attends the meeting. Kayla Westra, as mentioned many times before, went out of her way to make our co-leadership by default work smoothly and effectively.

Rolf and I look forward to continuing as Worthington campus CTL co-leaders in 2008-2009 and also plan to attend the CTL Campus Leaders Fall Workshop at Cragun's Conference Center in Brainerd, September 25-26, 2008.

Anne Aby:

In a final personal note of reflection, in Part III.F. I listed various CTL and other faculty conferences I attended this year. In March I also participated in a Campus Leader Conversation on the Leaders Spring Workshop Agenda moderated by Martin Springboard. That session better prepared me for the spring leadership workshop and for relaying to our other Minnesota West CTL leaders some of the proposed topics and activities for that upcoming meeting in April.

In late July 2006, I fell and broke my pelvis and consequently did not teach Fall Semester 2006. I returned to teaching full time the following spring. This year was thus my first full year back. In addition, this being my thirtieth year of teaching at Minnesota West, I was not exactly looking for additional experiences to make myself a leader, figuring after 30 years, I either was one already or would never be one. However, as a loyal and committed faculty member, I responded to the CTL campus vacuum created by the September bail out of the "too busy" junior faculty member who had agreed to be the Worthington campus CTL leader last spring. Rolf Mahlberg is also one of those committed senior faculty and we both rose to the challenge by becoming Worthington campus CTL co-leaders. I do not think either of us could/would have done this alone. I have enjoyed working with Rolf and our styles and talents have complemented each other. We will continue as a CTL campus team next year.

Rolf Mahlberg:

It was an honor for me to co-chair the CTL committee for our campus with Anne Aby. We both have the desire to enhance our own teaching skills as well as to facilitate our faculty with those opportunities for personal and professional growth. I have served in many different capacities supportive to leadership development. I have served as campus faculty president, president of the Minnesota Association of Agricultural Educators and currently serve as chairman of the fiscal affairs committee on our campus. This year I worked on two conference planning committees in the spring of 2008.

Anne and I are both proud of the commitment we have to our profession. It is with this commitment to excellence in education that we accepted the role of CTL co-chairs. We were both pleased with the support given to the CTL by our fellow faculty members. You are never too old for leadership growth. We are proof!

Anne and I enjoyed working together on behalf of our faculty. We will also serve as co-chairs for the 2008-2009 year and are always looking for CTL opportunities to share with our fellow professionals.

Budget Statement

Category	Amount	Balance
BEGINNING BALANCE:		\$838.46
<u>FOOD</u>		
11/07 NPC Intl /Inc (pizza)	36.25	
12/07 Subway Wgtn (subs)	45.00	
2/08 Shopko (treats)	48.94	
3/08 Subway Wgtn (subs)	47.31	
4/08 Subway Wgtn (subs)	42.37	
4/08 Lunchtime Solutions (massage)	30.00	
5/08 HyVee (breakfast)	67.04	
TOTAL	316.91	521.55
<u>TRAVEL</u>		
11/07 K. Piper Poetry	133.	
TOTAL	133.00	388.55
<u>SUPPLIES & BOOKSTORE</u>		
11-12/07, 2/08	13.90	
TOTAL	13.90	374.65

ENDING BALANCE:

\$374.65

NOTES:

The beginning balance reflected a carryover of \$188.46 in addition to the \$650 CTL budget for this year.

Becoming CTL campus co-leaders by default, we were hesitant about overspending our budget. We will be less tentative next year, and include door prizes, small gift certificates for presenters and the like.

APPENDIX B – ALL FACULTY DUTY DAY – FEBRUARY 2008

February 19, 2008 All faculty duty day

8:30 to 8:45 – sign in, commons area, kickoff welcome by local CTL leaders

8:45 - 9:30 group workshop - all faculty from that campus participate for one activity in commons area. Local CTL leaders are facilitating.

9:35 to 10:15 workshops – breakout sessions (two choices): one on campus, and one ITV

10:20 to 11:05 workshops – breakout sessions (two choices): one on campus, and one ITV

11:10 to 12:00 all sites same ITV workshop – Faculty issues: Multiple roles, balancing acts, and getting the job done. With so many things we need to do, what are some of the strategies for getting things done and serving our students?
****Volunteers to assist in presentation and discussion would be appreciated. Let Kayla or your local CTL leader know.**

12:00 to 1:00 lunch, campus activities

1:05 to 2:20 - administrative / ITV meetings – all campuses participate

Administrative topics to be like covered (**if you have questions or suggestions, let Kayla or your local CTL leader know**):

- presidential search update
- retention update
- work study training and responsibilities
- What's happening with the 60/120 – credit proposal?
- How the college administration handles the professional development information we filled out a year ago. We fill them out; where are they? What's done with them? Most people get caught in their own work webs and tend to forget about them.

2:30 to 3:00 All faculty meeting – ITV – all sites

3:00 to 4:00 Work in offices

FINAL SCHEDULE February 19, 2008, CTL Workshops

All faculty workshop - commons area 8:45 - 9:30 - Generation X students (facilitated by local CTL leaders)

LOCATION

Workshops	On Campus					I
	Canby	Granite	Jackson	Pipestone	WGTV	
Breakout 1 9:35 to 10:15	Multimedia session	What's New at Granite Falls	D2L Tips and informational tools including hands-on learning for beginners and intermediates Instructor: Terri Pelzel	Web pages lab	Grants, Awards of Excellence, NEH opportunities - what grants are out there, and how do I find them, write a successful grant application, etc.?	Accuplacer, retention Perkins - how are we retain students? What grants are we w the state cut scores af is Fast track? How are high schools? Diane Graber, John J Kayla Westra, others
Breakout 2 10:20 to 11:05	D2L learning session	Web pages lab	RUSS-Video and Audio Equipment Instructional Hands-on Working session for beginners Instructor: Terri Pelzel	Web pages lab	Teaching Round Table/Lab - will have faculty submit questions, and also have general discussion Rolf, Anne, Kayla, others	Social Networking and Pam Jensen and her s an informational prog faculty and parents a Facebook and other s This presentation wil that are appropriate a the social networking looking at some cases networking has gone program will conclude can do to protect you students.
All Sites 11:10 to 12:00	All Sites - ITV Multiple roles, balancing acts, and getting the job done. How do I keep it all together					
	<ul style="list-style-type: none"> • Curriculum • Course design and redesign • Assessment • Advising • Continuous Improvement and Learning • Committee Work • "Other Duties As Assigned" 					

Afternoon - see schedule on page 1.

CTL Duty Day – Summary of Evaluations

Seventy-four faculty participated in the CTL duty day on February 19, 2008. This is down thirteen from the number of faculty who participated in 2007 (87) – we drove last year but had more people attend, which is interesting. We have seen a general decline in the attendance for this day over the past five years, even though the number of faculty at the college has remained steady.

Comments on each campus were varied. While most seemed to prefer the ITV format, many did not feel the ITV sessions were helpful or well presented. While it may be more convenient not to travel, the opportunities to share faculty expertise across campuses in this way are very limited. Even so, it appears this is the preferred method of delivery for this day, so unless there is a mandate to change for next year, I expect that the 2009 CTL day will follow a similar format to this year.

I have received very little feedback on the materials for the Gen Next presentation. If this is something that was helpful or whether you found this not to be a good way to provide training, I would like to hear more about that so that I can plan for next year, if needed.

Thanks for your efforts on each of the campuses. Getting the facilities, food, and preparations for the day can be a challenge.

The summary results from each campus are provided on the following pages.

Canby

Attendance: Dan Prust, Jim Brewers, Deb Peterson, Peter Girard, Chuck Knollenberg, Teresa Noyes, and Tim Sanderson. Lyle Kruse, adjunct, joined the group for the D2L training session.

The morning sessions needed alterations. Brad Christianson was present to teach faculty the multimedia system; however, the system was not operational. While the techs continued to assess/repair the technology, faculty adjourned to the computer lab where we answered questions and learned new techniques. We spent the entire time with D2L, and as the attached faculty evaluation sheet indicates, it was time that was appreciated by all participating in the workshop.

Everyone, at some point in time during the day, expressed appreciation for not having to travel. The four hours we would normally spend traveling was productively spent. The Canby campus supports following this same format next year.

Canby Campus CTL Duty Day - February 19, 2008
8 Faculty in attendance

GENERAL	1 Poor	2	3 Fair	4	5 Excellent
Registration				2	4
Meals/Rolls				1	5
Instructional Materials				2	4

Generation X - Deb and Pete	Disagree strongly		Undecide d		Agree Strongly
This topic was useful and applicable.				2	4
This will assist me in course preparation and teaching.				2	4
It was focused.				3	3
It offered practical suggestions I can incorporate in my courses.				2	4
It considered my needs as well as my students' needs.				2	4

9:35 - 10:15 Breakout session _____Multimedia_____	Disagree strongly		Undecide d		Agree Strongly
This topic was useful and applicable.					
This will assist me in course preparation and teaching.					
It was focused.					
It offered practical suggestions I can incorporate in my courses.					
It considered my needs as well as my students' needs.					
<p>Technology didn't work; we were unable to hold this session. Brad C. and Mike will be working on fixing and we'll reschedule the training session as soon as possible.</p> <p>The entire time was devoted to D2L.</p>					

10:20 - 11:05 Breakout session _____D2L_____	Disagree strongly		Undecide d		Agree Strongly
This topic was useful and applicable.				2	4
This will assist me in course preparation and teaching.				2	4
It was focused.				3	3
It offered practical suggestions I can incorporate in my courses.				2	4

It considered my needs as well as my students' needs.				2	4
---	--	--	--	---	---

ITV Workshop – Faculty Issues	Disagree strongly		Undecided		Agree Strongly

This opportunity was useful and applicable.			1	4	1
This will assist me in course preparation and teaching.			2	3	1
It was focused.			1	4	1
It offered practical suggestions I can incorporate in my courses.			3	2	1
It considered my needs as well as my students' needs.			2	3	1

Administrative ITV Meeting	Disagree strongly		Undecided		Agree Strongly

This opportunity was useful and applicable.		1	5		
This will assist me in course preparation and teaching.		3	3		
Was focused.			5	1	
Offered practical suggestions I can incorporate in my courses.		2	4		
Considered my needs as well as my students' needs.			6		

All Faculty ITV Meeting	Disagree strongly		Undecided		Agree Strongly

This opportunity was useful and applicable.			2	1	
This will assist me in course preparation and teaching.			3		
Was focused.			2	1	
Offered practical suggestions I can incorporate in my courses.			3		
Considered my needs as well as my students' needs.			3		

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

Prioritizing – I need to get back to this concept.
D2L Training - 2.

Areas where I'd like to have more information:

Professional development was on the agenda; it was covered
Curriculum streamlined.
D2L -2

Topics you would like workshops/training on in the future:

Professional development
Curriculum training once it's streamlined.

Other Comments:

I really appreciated not having to drive on this FRIGID February day - 3.
Worthington people make too much noise.

Jackson

7 faculty in attendance

GENERAL	1 Poor	2	3 Fair	4	5 Excellent
Registration				2	5
Meals/Treats				1	6
Instructional Materials and (Gift folders)				2	5

Generation X - Shannon Schmitz	Disagree strongly		Undecide d		Agree Strongly
This topic was useful and applicable.				3	4
This will assist me in course preparation and teaching.			4		2
It was focused.				3	4
It offered practical suggestions I can incorporate in my courses.			1	3	3
It considered my needs as well as my students' needs.			1	1	5

9:35 - 10:15 Breakout session ITV _____ D2L _____	Disagree strongly		Undecide d		Agree Strongly
This topic was useful and applicable.	1	1		2	1 2
This will assist me in course preparation and teaching.	1	1	1	1	1 2
It was focused.	1		1	1	1 2
It offered practical suggestions I can incorporate in my courses.	1		1	2	1 1
It considered my needs as well as my students' needs.	1	1		1	1 2

10:20 - 11:05 Breakout session ____RUSS_____	Disagree strongly		Undecide d		Agree Strongly
This topic was useful and applicable.			1	2	4
This will assist me in course preparation and teaching.			3	1	3
It was focused.			1	3	3
It offered practical suggestions I can incorporate in my courses.			2	1	4
It considered my needs as well as my students' needs.				3	4

ITV Workshop - Faculty Issues _____	Disagree strongly		Undecide d		Agree Strongly
This opportunity was useful and applicable.		1	3	1	2
This will assist me in course preparation and teaching.		2	2	1	2
It was focused.		1	2	2	2
It offered practical suggestions I can incorporate in my courses.	1	1	2	1	2
It considered my needs as well as my students' needs.		1	3	1	2

Administrative ITV Meeting _____	Disagree strongly		Undecide d		Agree Strongly
This opportunity was useful and applicable.	2	1	2		1
This will assist me in course preparation and teaching.	3	1	1		1
Was focused.	2	1			3
Offered practical suggestions I can incorporate in my courses.	4	1			1
Considered my needs as well as my students' needs.	2	2	1		1

All Faculty ITV Meeting _____	Disagree strongly		Undecide d		Agree Strongly
This opportunity was useful and applicable.	1	3			
This will assist me in course preparation and teaching.	2	2			
Was focused.	1	1	2		
Offered practical suggestions I can incorporate in my courses.	2	1	1		
Considered my needs as well as my students' needs.	1	1	2		

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

Learning Inventory, video equipment, ideas balancing career/home, fast track possibilities

Areas where I'd like to have more information:

Video Russ equipment

Topics you would like workshops/training on in the future:

Color analysis for website development, video equipment, Russ-more, internet/website and Russ Equipment

Other Comments: **Liked the format of campus/ITV better than windshield time. Good Food, Great job-Awesome food!**

Granite Falls

12 faculty

CTL Duty Day Evaluation Form – February 19, 2008

Granite Falls Campus

11 faculty members responded

GENERAL	1 Poor	2	3 Fair	4	5 Excellent	
Day's Plan CTLam/Admin p.m.				5	3	1 evaluation no response
two responders broke it into						
CTL a.m				1	1	
Admin p.m.	2					
Meals				1	10	
Facilities				3	8	

The Workshops I attended	Disagree strongly	Undecided	Agree strongly
Were useful and applicable		1	7
Will assist me in course preparation and teaching		4	6
Were Focused	1	2	5
Offered practical suggestions I can incorporate into my courses	1	1	7
Considered my needs as well as my students' needs		2	7
One respondent evaluated:			
Were useful and applicable		ITV Sessions	CTL Sessions
Will assist me in course preparation and teaching		ITV Sessions	
Were Focused			CTL Sessions
Offered practical suggestions I can incorporate into my courses			
Considered my needs as well as my students' needs			CTL Sessions
Another respondent evaluated:			
Accuplacer and Keep it All Together			

Were useful and applicable	X
Will assist me in course preparation and teaching	X
Were Focused	X
Offered practical suggestions I can incorporate into my courses	X
Considered my needs as well as my students' needs	X

Generation X

Were useful and applicable	X
Will assist me in course preparation and teaching	X
Were Focused	X
Offered practical suggestions I can incorporate into my courses	X
Considered my needs as well as my students' needs	X

<u>The Workshops I attended</u>	Disagree strongly	Undecided	Agree strongly
<u>Web Pages Lab</u>			
Were useful and applicable			X
Will assist me in course preparation and teaching			X
Were Focused			X
Offered practical suggestions I can incorporate into my courses			X
Considered my needs as well as my students' needs			X

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

- Build Web site for my course
- Shut off auto-email
- Check e-mail a limited # of times each day
- try to switch to D2L grade book for all classes
- Chunk info more"
- Be more tech savvy and relate to generation next

Areas where I'd like to have more information:

- Overcome lack of student reading
- D2L Development
- Visit other programs

Grant writing
Fast Track
Visit other programs

Ideas I have for summer workshops:

Have the faculty (all of them) take the accuplacer
Grant writing
Hands on Web page Development
Integration of Pod casting and other Media into D2L
Efficient e-mail use
Efficient ITV teaching

In terms of future years' scheduling:

Which is preferable for the February CTL Day?

- 2 The Friday before Presidents' Day
- 8 The Tuesday after Presidents' Day
- 1 Other _____ DNA

Other comments:

Let's keep Admin off this day. It is supposed to be faculty driven!!
Seminar on graphs wasn't worth it couldn't see it couldn't understand it. Presenters weren't ready.
The admin workshop was worthless-graphs were impossible to see-too long and not focused!
RE: 1:05 Admin. Meeting- appears to valuable info., but would have been more useful if we could see graphs clearly
(PowerPoint or distribute paper copies?) It's difficult to be engaged when can't see.

Pipestone

Faculty CTL Day Pipestone Campus - 14 faculty in attendance

We had 14 faculty sign in. (100%)				
Day's plan: CTL am/Admin. pm				
<i>1 poor</i>	2	<i>3 fair</i>	4	<i>5 excellent</i>
		1	4	4
Meals				
			1	9
Facilities				
			2	8
<u>Workshops</u>				
<i>Disagree strongly</i>		<i>Undecided</i>		<i>Agree strongly</i>
Useful & applicable				
		4	3	3
Assist me in course prep. & teaching				
		3	3	4
Were focused				
		2	5	3
Offered practical suggestions to incorporate				
		2	5	3
Considered my needs & students				
		4	3	3
Future years scheduling?	8 for the Tues. after Pres. Day	1 Friday before Pres. Day	1 Same day as RSP/ITEACH	
Ideas for summer?	none			

Something that I learned today that I will implement immediately:

Info. on the new generation & working with them.

Web pages - was a good one.

Web design - pumped to get it started.

Areas where I'd like to have more info.?

Retention info. was the same as last meeting.

The exact same retention info. Learned nothing new. Why waste time? A bit unorganized in the presentation.

The 1:05 – 2:20 meeting was informative but very boring. Maybe better if in the same room.

Other comments:

It was nice to not have to travel.

I missed seeing others from the different campuses. It is always nice to meet with your disciplines.

Worthington

Worthington 33 faculty

Thirty-three faculty members attended Duty Day at the Worthington Campus. Twenty-one evaluation forms were turned in. Aside from one totally negative evaluation of everything associated with the day and its activities, most considered the “Day’s Plan:CTL am/ Administration pm” a 4 or a 5 with 5 being excellent. “Meals” were catered by HyVee since Lunchtime Solutions turned down the request based on Monday being Presidents’ Day. There were 4 fairs (a 3) for the meals, the rest gave meals a 4 or 5. “Facilities” received several low (2 or 3) grades, basically because Room 606 (a computer lab but not an ITV room) was a poor choice for a presentation in the front of the room, since the room’s arrangement does not accommodate presentations made in the front of the room very well, i.e. lots of obstructed seating.

On the Worthington campus form, workshops and breakout sessions were not evaluated separately, but in general were positive. Individual comments did reflect individual sessions. A comment on several forms indicated interest in learning about the kinetic learning style of Generation Next which came up in the group workshop which began the day. Many appreciated hearing the institutional research material presented by Pat Wachtel in the 9:35 to 10:15 am workshop on the Worthington campus, although the slides were difficult to see because of the room choice mentioned above. At least two commented on learning teaching tips during the Teaching Round Table/Lab on the Worthington campus during the 10:20 to 11:05 session.

The evaluation form’s request for ideas for summer workshops yielded the following: teaching across disciplines, D2L updates for Fall semester, D2L class enhancement, podcasting and audio video, specific tech stuff like Microsoft outlook, group dynamics, online discussion boards.

In terms of future years’ scheduling:

The Friday before Presidents’ Day: 6

The Tuesday after Presidents’ Day: 12

Other (I Teach): 2
The local CTL leaders, Worthington campus
Anne Aby and Rolf Mahlberg