

Center for Teaching and Learning

Annual Report, 2008-9

**Minnesota West Community and
Technical College**

May 22, 2009

INTRODUCTION	3
EXECUTIVE SUMMARY	3
CTL Leadership	3
Objectives - CTL Goals - All Campuses.....	4
CTL COORDINATOR GOALS	6
Goal 1 - Effective Learning Strategies	6
Goal 2 - Course Design/Redesign	7
Goal 3 - CTL/ Assessment Coordination	7
Activities - Kayla Westra.....	8
Results - Kayla Westra.....	9
Planning for 2009-10	9
Budget Narrative.....	10
APPENDIX A - CTL REPORTS - CAMPUSES	11
Canby - Peter Girard and Teresa Noyes, co-leaders	11
Granite Falls Campus - Judy Tebben and Laine Rieger, co-leaders	14
Jackson Campus - Serena Totzke-Johnson and Danylle Espenson, co-leaders	20
Pipestone Campus - Jackie Lage and John Dahle, Co-Leaders.....	23
Worthington - Anne Aby, co-leader, Rolf Mahlberg, co-leader	28
APPENDIX B - ALL FACULTY DUTY DAY - FEBRUARY 2008.....	34
CTL Day, February 17, 2009, Summary/Evaluations.....	38

INTRODUCTION

- This report summarizes the activities of college-wide and campus-level CTL activities for Minnesota West Community and Technical College. 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 Appendix A.
- The CTL goals have been met, exceeded, or modified based on faculty and campus needs. 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, Webex, and Audacity.
- This technology support has also improved the academic support for students and faculty by improving the “virtual” campus for online students, increasing support for ITV courses, and providing additional resources for enhanced face to face classes.

EXECUTIVE SUMMARY

CTL Leadership

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

Anne Aby, CTL Co-Leader, Worthington Campus

John Dahle, CTL Co-Leader, Pipestone Campus

Danylle Espenson, CTL Leader, Jackson Campus

Pete Girard, CTL Co-Leader, Canby Campus

Jackie Lage, CTL Co-Leader, Pipestone Campus

Rolf Mahlberg, CTL Co-Leader, Worthington Campus

Teresa Noyes, CTL Co-Leader, Canby Campus

Laine Rieger, CTL Co-Leader, Granite Falls Campus

Judy Tebben, CTL Co-Leader, Granite Falls Campus

Serena Totzke-Johnson, CTL Leader, Jackson Campus

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- The VP of Instruction, Jeff Williamson, is the administrator who oversees CTL activities.
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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 studies 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.

The CTL leader partnership has determined goals which are meant to improve all faculty teaching and student 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 the following:

- *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:**
 - 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), summer 2007 (23 faculty), and summer 2008 (11 faculty). We have worked with Moorhead State to offer this course for

graduate credit (ED590). This course will be offered during the summer 2009 session. Seven faculty have signed up for summer 2009 session.

- Held workshops on CTL day in February that focused on practical application of active learning/ student-centered learning and other teaching methodologies. (See duty day schedule and workshops at end of report.)
- Continue to provide additional resources in resource center (housed in D2L and in physical campus resource centers). Campuses are encouraged to purchase books and resources for local campus resource centers. The PowerPoint Dos, Don'ts, and Duhs DVD was purchased by CTL through Magna Publications (Teaching Professor), and several campuses have offered sessions on their campuses.
- Encouraged use of strategies through positive modeling and examples.
- Offered workshops at February duty day to show practical application of teaching strategies.
- Offer workshops that celebrate faculty creativity, both at campus level workshops and at February duty day.
- Offering "Ten Teaching Strategies" workshop during summer 2009 break, and 18 faculty have signed up. Additional offerings of this session will be offered during Fall semester.

2) Provide training on technical areas to faculty.

- In 2008-9, this training focused on new Windows Vista and Windows office suite training. Training was provided for Microsoft Outlook, and all campuses completed this training.
- Additional topics included using e-mail effectively, file management techniques, multimedia, and computer maintenance (including virus software).

3) Teaching with Technology training.

- Faculty provided training to each other with materials provided by Kayla Westra or developed on each campus to encourage communities of practice. Microsoft Outlook training was provided in this way.
- Topics covered are appropriate for traditional (enhanced), ITV, or online courses and instructors. Topics included D2L, using PowerPoint, and other instructional technologies.
- D2L workshops have been and will continue to be offered each summer for those faculty wanting to participate. Sixteen faculty have signed up for summer workshops on D2L.

- 4) Build college-wide cohesiveness among faculty and staff across the five campuses.**
- Planned and conducted one college-wide event on February 17, 2009. The meeting was held in Jackson. Ninety faculty attended.
 - Explored stronger linkages between Health & Wellness committee activities and CTL activities on the campuses. Nursing faculty responded to the H1N1 flu outbreak with additional information for faculty. Pedometers were purchased for those campuses wanting to participate in a college-wide wellness effort. Four of the five campuses participated.
 - Continued the use of technology for sharing faculty development information across campuses using D2L and email.
 - Included/invited staff and administration to CTL activities.
 - Law Enforcement program provided active shooter response training on all campuses.
 - Encouraged participation by adjunct instructors.
- 5) Take advantage of state-wide CTL leader training opportunities.**
- Two MnSCU CTL staff (Yvonne and Martin offered workshops at all faculty day in Jackson.
 - Communicated with the state CTL office via emails, phone, etc.
 - CTL campus leaders attended fall and spring leadership workshops.
 - Many faculty participated in weekend seminars and conferences as applicable, with several presenting at conferences.
 - Several faculty attended RSP / ITEACH conference.
- 6) Coordinate information exchange and leadership among campus CTL leaders.**
- Met as needed via video conferencing and in face-to-face situations.
 - Encouraged cross campus exchange of workshops and training opportunities.

CTL COORDINATOR GOALS

Goal 1 – Effective Learning Strategies

Continued to assist faculty with incorporating active learning strategies in their teaching.

Assessment of Goal 1:

- Communications/tips sent to faculty via email. Average of three emails per month.
- Individual faculty consultations held as requested.
- Shared new teaching methods that may be applied to innovatively enhance student learning. *Note that CTL leader may not require faculty to incorporate methodology into teaching.
- Conducted peer reviews of online courses for all new and adjunct faculty (and others upon request).

SUMMARY: The use of communities of practice has continued to increase during the 2008-9 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. Assist faculty with objectives, teaching strategies, activities, assessment, and outcomes. This effort began in the Summer 2005 and will continue through Summer 2009.

Assessment of Goal 2:

- Workshops held in July 2006 and online through summer 2008. Online workshop will be held in summer 2009 as well.
- Individual faculty consultations were held as requested. New and adjunct faculty were the focus of these discussions and meetings.
- New teaching methods shared which innovatively enhance student learning.

*Note that the CTL leader may not require faculty to incorporate methodology into teaching.

Goal 3 – CTL/Assessment Coordination

The CTL coordinator is also the assessment coordinator for the college. Assessment information is 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.

Assessment of Goal 3:

- Assisted campus leaders with organizing and coordinating workshop ideas.
- Provided materials for training and coordinated physical resources.
- Surveyed college faculty at end of each semester to identify future training needs.

SUMMARY: At the end of each semester, we hold an assessment meeting on the last duty day. Faculty from all campuses are invited to participate, learn more about our assessment processes, how these relate to accreditation, and complete assessment work for the end of the semester. Attendance is high at these effective meetings. College division chairs provide direct feedback to college assessment chair through faculty self-assessments. CTL will continue to work with faculty to ensure that needs are met through additional training and workshops.

Activities – Kayla Westra

Consultations

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

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

Workshops/Training

Training sessions were held on the following topics:

- Created materials for using Microsoft Outlook
- Offered training sessions on D2L
- Offered syllabus workshop
- Offered information at new faculty workshop and at all faculty day in Jackson
- Provided informational sessions on using multimedia
- Attended D2L training through MnSCU

Summer 2009

The following workshops are scheduled for summer 2009.

- D2L workshops
- “Ten teaching strategies” workshops

- Teaching Online/Designing Online Instruction

Results – Kayla Westra

- Faculty development occurred for approximately 75 percent of our UFT/UPT faculty in relation to workshop participation, instructional design, and online instructional issues. Perception of faculty is that there is training available and resources for them to use.
- 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 assist each other with instructional design issues in informal settings (work rooms, hallways, offices) in addition to attending formal training sessions. Faculty proactively seek 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

Planning for 2009-10

Planning for the coming year has begun. The coordinator and campus CTL representatives will communicate using email to review 2009-10 goals and discuss workshops and planning. Kayla Westra, Instructional Designer and English Instructor, will be coordinating the group in 2009-10.

Campus leaders for 2009-10 are as follows:

- Canby campus: Peter Girard and Teresa Noyes
- Granite Falls campus: Laine Rieger and Judy Tebben
- Jackson campus: Brian Binnebose and Doug Kleeberger
- Pipestone campus: Jackie Lage and Shannon Schmitz
- Worthington camps: Sandi Mead and LouAnn Williamson

The group will be meeting in August (face to face) and then via email to finalize goals for 2009-10. Also, the results of faculty surveys to be done in late August/early September will be reviewed. The final plan for 2009-10 will be turned in by October 1, 2009. This plan will provide specific goals and timelines for CTL activities.

The following areas will be considered in the 2009-10 planning:

- Continue to build on successes of 2008-2009 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 as requested 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 17, 2009, on the Jackson campus. Texts were purchased for faculty use. Any remaining CTL funds not used for summer workshops (before July 1) will be carried over into next year's budget.

APPENDIX A - CTL REPORTS - CAMPUSES

Canby – Peter Girard and Teresa Noyes, co-leaders

Faculty Development Leadership Goals

Peter and Teresa share the campus leadership responsibilities; both attended the fall State CTL Leadership Workshop; Teresa participated in the spring workshop via D2L and Webex.

During a fall 08 administrative day, the Canby faculty gathered to identify areas for improvement. The goals that the campus faculty identified were consistent with goals identified by our College administration and other CTL team leaders at other campuses. Faculty prioritized, and Peter and Teresa identified a schedule for on-going implementation.

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 hallway conversations were a primary method of dissemination of informational resources.

In coordinating these activities, Peter and Teresa identified the activities and completed the necessary event coordination. 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. Finding a time that works into the schedule of most faculty is a challenge; noon sessions work the best.

CTL leaders from all campuses worked together to plan the college-wide event in Jackson. Several breakout sessions were held throughout the day, giving the faculty a chance to choose those of most interest to them. The majority of the breakout sessions were facilitated by college faculty.

Activities and Programs Supported by CTL at the Canby Campus

Activity Summation	Assessment
Faculty met for two sessions to view the <u>PowerPoint: Dos, Don'ts, and Duhs</u> presentation.	Seven faculty members attended the sessions and all went away with suggestions they could incorporate to improve their use of PowerPoint presentations.
Individualized D2L training was provided to those faculty requesting it. We had one new faculty member that utilized this extensively.	The new faculty member thought the one on one training was extremely beneficial.
During fall semester finals week, CTL utilized Big Stone Therapy to provide "STRESS" relief (10 minute massages) to faculty.	5 out of 8 faculty participated in this event. 100% rated this as highly successful.
At our first spring semester administration day, CTL, along with the all staff association, co-sponsored a presentation by Big Stone Therapy promoting health and fitness.	8 faculty (100%) attended and felt the presentation was worthwhile.
Two faculty members attended the RSP/Iteach conference in Minneapolis (driving up in the snow storm) and attended several of the breakout sessions.	It was a great conference. Would like to see more campus faculty attend next year.
In April, faculty met over the noon hour for Outlook training. This was provided by Mikel Armitage our local IT. Faculty had a chance to ask specific questions they had about the use of Outlook.	6 faculty attended. 100% gave positive feedback.
Office 2007 training was attended by 8 faculty members. This training was provided by Linda Pesch. The training provided hands-on opportunity for faculty to try out the various components in Office 2007, especially Word.	100% positive feedback was received with comments that they would like more training at the beginning of fall semester.
All faculty attended the fall and spring duty day Assessment Workshops presented by Kayla Westra. Kayla reviewed policy, procedure, and form requirements. Faculty then completed their course and program review assessments.	"Quick and to the point" and "Got it done" were amongst the comments presented by the nine faculty members in attendance.

Budget Statement

The Canby Campus CTL group started the year with \$1,694.91. Expenditures included the following:

Food	\$165.05
Big Stone Therapy	\$75.00
Mileage	\$195.70 (fall conference)
SCC Motor Pool	\$121.45 (RSP/ Iteach conference)
Prizes for CTL day	<u>\$24.70</u>
Total spent	\$ 581.90

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 2009 - 10

The Canby campus faculty met after the Assessment meeting on May 13 for a quick review of accomplishments and identifying goals for next year. The following goals were identified:

1. Continue providing D2L help to faculty as requested.
2. Several expressed interest and need for continued training in Office 07.
3. Web training will be established similarly to the way the campus conducted the D2L training. We'll invite Kristine Madsen for 2 to 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.
4. 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.
5. Faculty would like to incorporate sessions on best practices and active learning.

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

FACULTY DEVELOPMENT LEADERSHIP

The CTL leaders on the Granite Falls campus have used a variety of methods to notify faculty of upcoming events. In most cases, e-mail messages have been the preferred method of notification. Other methods used for communication and publicity have been Outlook calendar appointment requests, printed invitations with graphics placed in each faculty member's mailbox, and face-to-face reminders. At least one leader has attended all workshops/events offered to the faculty. Both leaders serve on the faculty development committee that approves requests for funds.

SUMMARY

In an attempt to meet the faculty development goals set by the college and the local campus CTL, and to address the requests from our local faculty, the Granite Falls CTL Leaders provided the following opportunities for faculty:

- Outlook Training
- Web-Ex Training
- New Version D2L questions, changes, and suggestions
- College-wide Assessment Day
- Minnesota West Foundation question and answer forum
- Pedometers gifts
- Granite Falls Health Challenge
- College Wide CTL Day
- RSP/I-Teach
- Audacity Audio Recording and Editing
- Nurture a plant/Nurture a student
- College-wide assessment and year-end wrap-up session

ACTIVITIES AND PROGRAMMING

- 1) Outlook Training, August 22, 13 Faculty and staff members attended. This training was essential as all faculty and staff e-mail accounts had been converted from GroupWise to Outlook. The general feedback indicated that more emphasis should have been placed on day-to-day use

of Outlook for e-mail and not the special features that Outlook has available.

Associated Goal: Technical training

- 2) Minnesota West CTL Leaders Meeting September 4, Laine and Judy attended.

College-wide goals, stipends, and leader requirements were discussed.

Associated Goal: Coordinate information exchange and leadership among campus CTL leaders

- 3) Web-Ex Training, October 21, six faculty members attended.

This was facilitated by an employee from the Office of the Chancellor. The feedback was positive as this training provided a basic look at the use of Web-Ex, but more training will be needed for faculty planning to set up courses and teach using Web-Ex.

Associated Goal: Teaching with Technology

- 4) New Version D2L questions, changes, and suggestions, September 30, seven faculty members attended.

Kayla Westra, Minnesota West Distance Learning Division Chair, facilitated this workshop. The feedback for this workshop was excellent as many faculty questions were answered. There was a problem with the technology used in the presentation which brought some negative feedback.

Associated Goal: Teaching with Technology

- 5) College Wide Assessment Day, December 19, nine faculty members attended.

The time set aside for completing assessment forms was utilized by about five of the faculty members who attended. Other faculty members came to the meeting to submit their forms and/or have coffee and a roll.

Associated Goal: Build college-wide cohesiveness among faculty and staff across the five campuses

- 6) CTL Leaders Fall workshop, September 24-26, Judy attended.

This was an excellent workshop where new ideas for programming were outlined and ideas were exchanged among the leaders and administrators attending.

Associated Goal: Take advantage of statewide CTL leader training opportunities

- 7) Minnesota West CTL Leaders Meeting, December 9, Laine attended.

- The group shared programming ideas and discussed logistics for the February 17 CTL Day.
Associated Goal: Coordinate information exchange and leadership among campus CTL leaders
- 8) Minnesota West Foundation—James Smalley, November 25, 12 faculty and staff attended.
Our new foundation director summarized his role as director and answered questions from faculty regarding our specific program scholarships. All feedback was positive for this event. Mr. Smalley followed up with faculty to answer questions that could not be answered during the meeting.
Associated Goal: Campus marketing, student retention, student success
- 9) Pedometers gifts, December 19, 12 faculty members received pedometers.
Associated Goal: Health and Wellness
- 10) Granite Falls Health Challenge, Jan 5 – March 26, 3 teams consisting of 12 faculty and staff participated.
Feedback from participation in this event is obvious. Three faculty members lost more than 8% of their body weight!!
Associated Goal: Health and Wellness
- 11) College Wide CTL Day, Jackson campus, February 17
The workshops at our college-wide CTL day were exceptional. The Granite Falls faculty reported enjoying the day in Jackson.
Associated Goals: Build college-wide cohesiveness among faculty and staff across the five campuses, Hold workshops that emphasize pedagogy and teaching strategies, and Provide training on technical areas to faculty, Teaching with Technology training.
- 12) CTL Leaders Spring workshop, April 2-3, Judy and Laine participated via Web-Ex.
Jackie Lage, Judy, and Laine participated in this workshop together as we missed not getting together as usual for this annual spring event. We did appreciate the availability of the material without needing to travel which saved us time and money.
Associated Goal: Take advantage of statewide CTL leader training opportunities
- 13) RSP/ITeach, February 26-28, one faculty member attended.

More faculty members planned to attend this event but bad weather and poor driving conditions prevented them from making the trip.

Associated Goal: Take advantage of statewide CTL leader training opportunities

- 14) Audacity Audio Recording and Editing, April 30, three faculty members attended.

Faculty who attended this online workshop reported favorably regarding the content but more appreciated seeing the Adobe Connect software used as the delivery system.

Associated Goal: Teaching with Technology

- 15) Nurture a plant/Nurture a student, May 5, 10 faculty members attended.

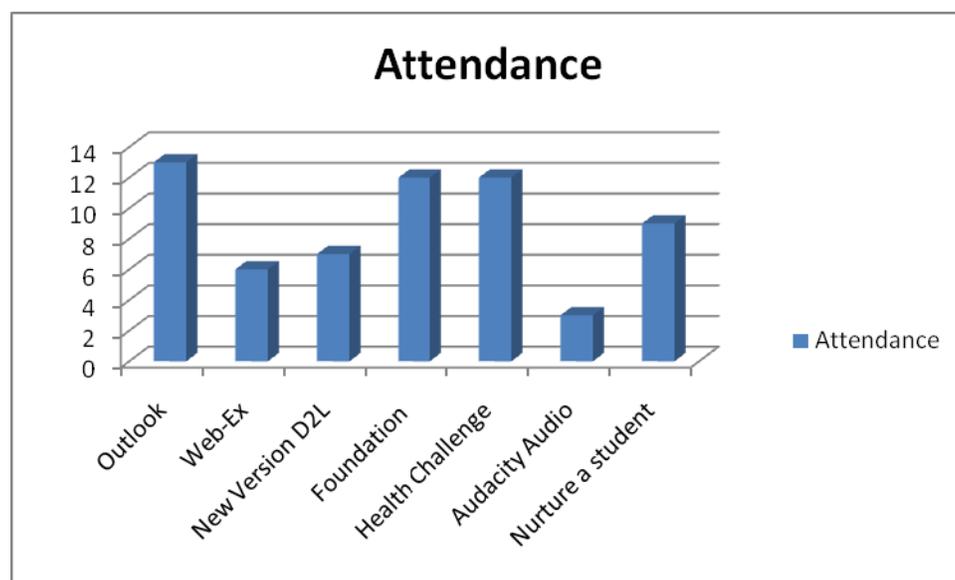
Feedback for this event was extremely positive. While eating lunch, faculty members enjoyed sharing ideas on student retention, student involvement, and best tips for supporting student success. To aid in reminding faculty that students need our nurturing, each participant potted a plant to brighten their office.

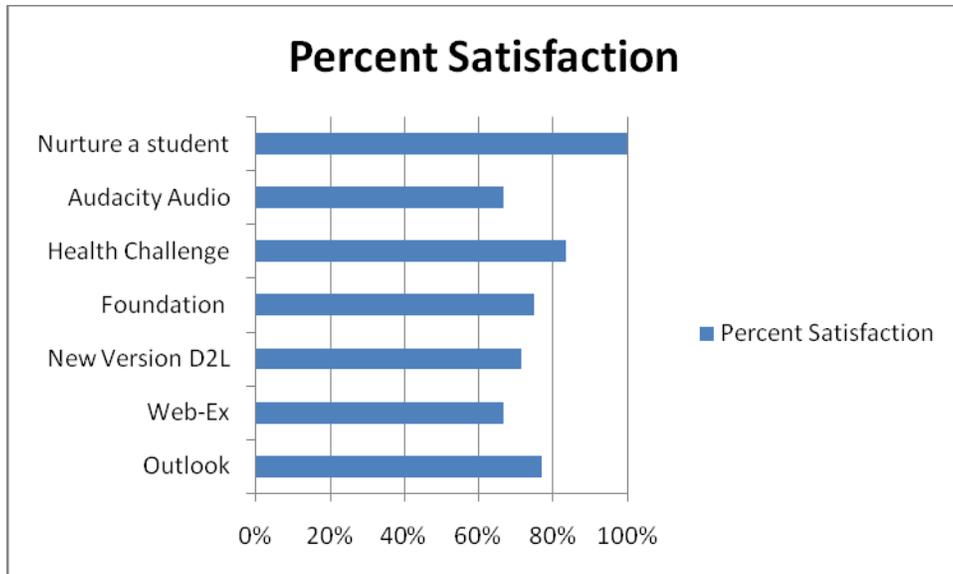
Associated Goal: Campus marketing, student retention, student success

- 16) College Wide Assessment and Year-end wrap-up session, May 13, 12 faculty members attended

Faculty appreciated setting aside time to complete assessment forms.

Associated Goal: Build college-wide cohesiveness among faculty and staff across the five campuses





CONCLUSION

Being a CTL leader on the Granite Falls campus of Minnesota West Community and Technical College is a painless task. All faculty members, administrators, and staff are supportive and positive. All who participate in the workshops appreciate the opportunity and give very little negative feedback.

We have also appreciated the positive support we have received from our college leaders: Dr. Jeff Williamson and Kayla Westra. They provide an atmosphere where campus leader ideas and suggestions are taken into consideration when planning large college-wide events. Many of our goals have been met because of the opportunities they have made available to all faculty members.

The system CTL staff has also made our jobs as leaders more enjoyable. Facilitating workshops and the leader's events have been enlightening as well as enjoyable. Their innovative ideas regarding delivery of workshops and events make it easy and inexpensive to participate and also provide an excellent example for delivering our own college and campus workshops.

Other than the CTL system, college, and campus workshops, Laine and Judy take part in workshops within their own disciplines. Often these workshops will include topics related to leadership, teaching strategies, and team building which are all useful in our roles as CTL leaders. In the past year, Laine and Judy have also taken classes for credit to increase their knowledge in teaching and leadership.

Next year, in answer to requests received in our annual faculty survey and assessment forms, we plan to set goals relating to the following topics:

- Web-Ex
- Adobe Connect
- Student retention

BUDGET

Carryover 07/08: 199.66

Revenue CTL Grant:500.00

699.66

Expenses:

Food 134.08

Pedometer 42.00

Supplies/

Door prizes 139.31

Total

Expenses 315.39

Carryover

into 09/10 384.27

Jackson Campus – Serena Totzke-Johnson and Danylle Espenson, co-leaders

Executive Summary

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

In addition, we continued to work on Minnesota West's college-wide goals locally on Jackson campus and as a whole during the college-wide faculty meeting hosted in Jackson.

Activities and Programming

On August 18, 2008, we kicked off the year on Jackson Campus with an overview of Outlook Training. Many had little time to review the new system over the summer.

On September 4, 2008 all the CTL leaders and specific administration met to discuss this year's changes to CTL. We agreed upon goals for 2008-09 and expectations for each campus (a minimum of three activities scheduled during the fall and spring semester).

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

On Jackson campus, we continue to obtain additional items for CTL Resource Center. This room includes a computer with a workstation that is available for research and course development. The books and videos available in the CTL Library shelf were compiled into a list and passed out to the faculty. Some of the most used text books are the books that were purchased by CTL for the TES Series.

The Fall CTL conference was held on September 24 – 26, 2008. We were able to meet, identify need for the campus, and brainstorm ideas for the February duty day. We collected more resources for the resource centers and listened to a speaker on networking throughout our campuses. Also, during the September

faculty meeting, Danylle obtained feedback from faculty regarding their needs and desires from CTL for the year.

In the fall semester, we had two “brown bag” activities, one including health and wellness that we incorporated with the Flu Clinic on November 2, 2008. This included sharing information with faculty regarding vaccination, free blood pressure screening and overview of safety with injuries in the lab involving students. Our last fall session included individual work sessions with D2L and how it can be used with our technical programs.

On February 17, 2009, Jackson hosted the college-wide CTL event. Various breakout sessions were available for faculty to choose from so they could select items they were most interested or most applied to their own courses.

On May 8, 2009, we reviewed the MnSCU “Right to Know” training. Following this, we had a CTL workshop on writing syllabus and updating current syllabi. This workshop included handouts from previous sessions and current instructors sharing their own materials with others. In addition, because this workshop was focused on having seasoned instructors sharing materials with the newer instructors, we gave out USB memory stick “gift” from the campus CTL so they can copy materials directly from each other than taking valuable time rewriting items.

May 13, 2009, was the Active Shooter – Campus Safety training, which was presented by the Law Enforcement program (WGTN campus). CTL has been actively working with the campus Safety Committee all year in regards to developing a system for campus security on Jackson Campus. We used this opportunity to share some of this process with the faculty/staff after the Active Shooter. In addition, we had the annual CTL Assessment workshop to write out our assessments and assist new faculty in the process.

Communications are 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. This information is also announced during faculty meetings.

Some items in the Jackson Campus goals for the year were not accomplished due to scheduling conflicts. One was an officer who can speak to the group on Campus Safety, addressing areas of concern like, student behavior, red flags, how to diffuse confrontations. The second speaker is Larry Lundblad, one of the former TES instructors who can do a focused review on “Methods.” These speakers could be carried over as potential speakers for next year.

Planning Activities

Ideas for training and workshops can be taken from the feedback from the February college-wide event and assessment feedback.

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 faculty, which consists of mostly off campus faculty. Specific times to meet will have to be scheduled with them to discuss their interests.

Doug Kleeberger and Brian Binnebose will be the Jackson campus leaders in 2009-2010.

Conclusion

There is a strong focus for goals and interests in place for the next year for CTL.

Budget Statement

August 08	Carry over	\$801.76
August 08	Budget	\$750
May 09	inner trans.	\$300
Total Budget		\$1851.76
08/09	Food	\$1111.00
08/09	Supplies	\$389.68
08/09	Mileage	\$169.40
		<hr/>
		\$1670.08
Remaining		\$181.76

Pipestone Campus – Jackie Lage and John Dahle, Co-Leaders

Executive Summary

The academic year has come to a close too quickly; so much to do with so little time. Our faculty has had additional responsibilities added to their workload due to some of the budget cuts that have occurred on campus.

This is the first year that our campus has had co-leaders for our Center for Teaching and Learning faculty development position. It has been really nice to have another person around to help organize events.

We started the year out by setting up a survey to see what the needs were going to be for the upcoming year. We usually do this at our first faculty administrative day because we have a captive audience. From this survey, we then set goals for the year.

Some of the events that took place on our campus had to do with continued computer training. Some of the programs we set up were on Power Point, Outlook, and Office 2007.

Another thing that was really a huge success was a session we organized on Green House Building. Our campus carpentry faculty did a project house that used green technology. This was a wonderful, collaborative session. Instructors from the various programs associated with this project, and enlightened us on what some of the innovative products and techniques they incorporated in this house.

Even though we are a very small campus, we have always had exceptional attendance for our events. It might have something to do with the fact that we try to offer food whenever we can.

Summary of Faculty Development Leadership

- A. We started the academic year by having our faculty fill out a survey at our first faculty meeting. Our response was nearly 100% because we conducted the survey in person at one of our first administrative days rather than e-mail. We also had faculty include days and times that worked best for them.
- B. Each fall and 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.

- C. We disseminated the CTL materials that were applicable to faculty on our campus. Some of these were done electronically and others through hard copy.

It was suggested at one of our leaders conferences that we should be more selective on who are disseminate what information to so that they don't start to think of us as "junk mail." That was a very good tip.

- D. We were given an opportunity at all of our monthly faculty meetings to promote any of the upcoming events that we were offering through CTL. We also used this time to plant the seeds for our faculty development to be a more collaborative effort.

List of Activities & Programming

August 21st

We offered Outlook training for our faculty and staff. This was one area of training that was suggested on our faculty survey and we were fortunate to be able to offer it right away by using our own IT person. We offered this on one of our administrative days. Eleven faculty and staff attended.

Evaluation Form

	<i>not applicable</i>	<i>somewhat</i>	<i>adequate</i>	<i>very</i>	<i>extremely</i>
Did what was advertised/expected			1	4	3
Level of expertise and pacing of presentation				5	3
Met my personal needs			1	5	2
Learning new ideas or strategies		1		4	3
Overall		1		5	2

Calendar most beneficial.

Would use e-mails groups in classroom.

Good general knowledge.

Liked hands-on.

Learned options.

Distribution lists will work in classroom.

August 22

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

October 2nd and 9th

Do's, Don'ts & Duhs: Using Power Points Effectively

This was a video presentation by Paul J. Gibler. We offered it over the lunch hour so we needed to split it into two sessions in order to cover the material. It offered many helpful hints on using PowerPoint and also incorporated the opportunity to have some good discussion. We were able to share some of our colleague's best practices. We had 10 at our first session and 9 at our second session.

Evaluation Form

	<i>not applicable</i>	<i>somewhat</i>	<i>adequate</i>	<i>very</i>	<i>extremely</i>
Did what was advertised/expected		1	3	1	1
Level of expertise and pacing of presentation		1	3	1	1
Met my personal needs	2		3	1	1
Learning new ideas or strategies	1	2	1	2	1
Overall	1		3	4	

Good points.

Interesting topic.

Great idea.

Found useful items to use in the classroom.

No sitting and watching videos in the future.

Good to think about the limitations.

Handouts will provide great resources.

Will look into games and converters, etc. to make ppt.

Can we plan for 50 min. sessions 12:00 – 12:50?

Good resources.

I liked the lunch – the presentation was good. Not sure if it is applicable to what I teach but I got some nice pointers.

November, February, and April

In our under-populated part of the state, student numbers are always an issue. We decided to have numerous “call-a-thons” to prospective students because without students, none of us will be here. CTL was asked to provide the pizza afterward and to make this a social event. The evenings ended up being great for our morale with a mix of faculty, staff and administration. We have no formal evaluation for these events. It was a great opportunity to collaborate with everyone afterward in a laid back atmosphere. We had on average 10 – 14 that attended each of our evenings. We even had some students help us out.

November 13th

Green House Building

This event was attended by nearly everyone on our small campus. We had 19 faculty and staff attend. This was a wonderful collaboration of our Plumbing, Carpentry I & II, and HVAC programs. They have been building a project house

that is incorporating Green House Building and they shared with us all of the innovative things that are on the market these days. It was very interesting and taught all of us a lot about what goes into being “green”. The best part of this is that it has inspired others to share some of their expertise in their own fields with the rest of us. We are going to take them up on this for some of our event planning for next year. Those that have offered so far have been Lamb and Wool and Massage Therapy.

(We didn’t do a very good job on this one about making them fill out their evaluations before they went back to class).

Evaluation Form

	<i>not applicable</i>	<i>somewhat</i>	<i>adequate</i>	<i>very</i>	<i>extremely</i>
Did what was advertised/expected				3	2
Level of expertise and pacing of presentation				3	2
Met my personal needs				3	2
Learning new ideas or strategies				3	2
Overall			1	3	1

Informative, current information.

Very beneficial.

Would be willing to share.

February 17th

This was our Spring All-Campus Administrative Day headed up by CTL. This year it was held on the Jackson campus. We started out the day with program tours and then went into multiple breakout sessions with representation from all campuses. We are so lucky to have such wonderful support from our administration on the topic of faculty development. We also would be lost without the leadership of Kayla Westra. She is our wonderful, fearless leader! The evaluation from this day was very positive.

April 29th

Jim John, our IT person on campus did a session on Office 2007.

We had 7 faculty and staff attend.

It was a hands-on workshop that offered tips, shortcuts, along with the sharing of best practices from others in the group. We offered it over the lunch hour in the computer lab. We even had students that were in the lab at the time offer up some tips. It was good for the students to see us partaking in ongoing training – a good example of lifelong learning.

Evaluation Form

	<i>not applicable</i>	<i>somewhat</i>	<i>adequate</i>	<i>very</i>	<i>extremely</i>
Did what was advertised/expected			1	3	2
Level of expertise and pacing of presentation			1	4	1
Met my personal needs			2	2	2
Learning new ideas or strategies				3	2

Overall		1	2	3
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Liked that we could ask specific questions.

Liked it over lunch.

Not a good idea to have food in the computer labs in front of the students since they are not supposed to have food or drink in the lab.

Learned things that I could use every day.

May 13th

The last event planned is on assessment. We work on our assessments together. It makes the task a bit more enjoyable and makes us get this all important task done in a timely fashion.

Plan for Activities

Next year, we want to continue to share best practices from those who will showcase their own programs. We have a couple of programs who have already offered to do that for us. We will also be gearing toward something with health and wellness. Finally, we will continue working through some of the good resources we already have from our CTL library.

Leadership

Next year, Shannon Schmitz and Jackie Lage will be the co-leaders for Pipestone.

Conclusion

This was the first year that we had co-leaders on our campus. It was nice to have someone to help plan and organize events.

We will have at least half of a change in leadership next fall, so that should bring about some new ideas. Our campus, although small, is always very supportive of our events.

Budget

Balance Forward	1380.43
Cont. Food	380.72
Travel, In-St	77.50
SCC-Motor pl	357.00
Meal-WO Lodg	9.00
FICA IN LATE	.68
Supplies	149.60
Subtotal	<u>974.50</u>
Budget Balance Available	335.93

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

Executive Summary

Many good faculty development sessions were held on the Worthington campus. Faculty presenters were plentiful, and we had no issues meeting our goal of three meetings each semester. Several ideas for next year have been passed on to the new leaders (both Rolf and Anne are retiring this year).

Summary of Faculty Development

I. Enhance/Improve Teaching Techniques

A. Address teaching techniques as particular topics are requested by faculty.

Besides many online opportunities to address teaching techniques publicized by Kayla Westra over the year, Kathy Janssen's session in March in particular as well as several sessions during the all campus CTL/Duty Day addressed this concern.

B. New technology concerns as college transitions to Office Outlook

The Outlook Training Session conducted by Kayla Westra was held on August 19, 2008 from 9-10 am. The session was preceded by coffee, juice and rolls. Twenty-four people attended and fifteen turned in evaluations.

C. Increase CTL "library holdings" in both faculty lounge and in LARC

This has been done whenever the opportunity made it possible.

II. Human Dimension: Caring and Commitment to Students

A. Update on Student Life and Student Activities – Kile Behrends, Le Lucht, Andreas Wellig

Kile Behrends and Le Lucht presented a Workshop on Developing and Integrating Student Leadership during the February all college CTL Duty Day at Jackson campus.

B. Update on Retention Committee and retention issues

III. Human Dimension: Caring for Faculty

A. Continuation of Book Group started in 2006

The Book Group, again coordinated by Marcia Johnson, met three times during Fall Semester and four times during Spring Semester. The fall selections included The Memory Keeper's Daughter by Kim Edwards, Water for Elephants by Sara Gruen, and Three Cups of Tea by Greg Mortenson. The spring selections included The Last Lecture by Randy Pausch, Confessions of a Shopaholic by Sophie Kinsella, Run by Ann Patchett, and The Cape Ann by Faith Fairchild.

B. Chair Massages (provided by Pipestone students)

Because the massage program had no funds left for transportation they could not visit Worthington campus in March or April 2009. This could be carried over to next year.

IV. Faculty Awareness

**A. Spotlight: Connecting Cultures through Language
(L. Lucht - October)**

On October 14, 2008 from 12 -1 pm, Le Lucht, Spanish instructor and Minnesota West Multicultural Affairs Coordinator, discussed MN West's summer experience in Mexico from May 28 to June 14, 2008. The program included four areas: civilization/culture; Staying with host families; taking classes at the Centro de Esperanza; and service through the Oaxaca Street Children's Grassroots. The group's travels included visiting Mexico City, Taxco, Teotihuacan, Tule, Monte Album, Mitla and Oaxaca. The twenty faculty and staff who attended wished the session could have continued for another hour, they found the presentation so fascinating. Nine evaluations were turned in. The ever-popular subs were served.

**B. Spotlight: Intro to Farm Business Management
(M. Dierks - November)**

On November 12, 2008 from 12-1 pm, Mike Dierks, Farm Business Management, explained the college's program and shared the 2007 Annual Report for South Central and Southwestern Minnesota published in April 2008. The fifteen faculty and staff who attended found his presentation very interesting; especially since his program had only recently been shifted to the Worthington campus. Ten evaluations were turned in. Subs were served.

**C. College-wide CTL Day
(Jackson Campus - February)**

The February 17th CTL Duty Day at Jackson campus was a success. Kayla Westra has provided a summary evaluation; 90 faculty attended the event and another 20 administrators and staff were in attendance. Besides informative workshops and sessions presented by Minnesota West faculty and administration, MnSCU CTL representatives, Thomas Wortman and Yvonne Shafer also presented material as well as met with the college CTL campus leaders during the lunch break.

**D. Spotlight: Conferences and Workshop Opportunities:
Past, Present and Future**

There was a workshop session covering this topic at the February 17th CTL Duty Day; presenters included Dan Roos, Anne Aby, Marcia Johnson and Teresa Noyes .

**E. REALIZING STUDENT POTENTIAL - ITEACH CONFERENCE
2009**

(Minneapolis CTC - February 27-28, 2009)

Minnesota West WGTN faculty attending included Kayla Westra, Jim Smieja and Carolyn Weber.

**F. Spotlight: Qigong: The Art of Chinese Healing Through
Movement (Nancy Jo Hambleton - March)**

On February 3, Nancy Jo Hambleton, Health instructor, presented highlights of her study of Qigong and Tai Chi for health, relaxation and renewal in the Health room. Fifteen faculty and staff attended and twelve (now relaxed) people turned in evaluations. Subs were served.

**G. Spotlight: Assessment and Accreditation: How Faculty Can
Help (Campus Team - April)**

An all-college accreditation meeting/session was held in the Commons area at Jackson campus from 2:30 to 3:15 pm during the February 17th CTL Duty Day.

H. Spotlight: "Please Wear Clean Socks"

On March 24, Kathy Janssen, Computer Science and Math instructor, presented "The Wave," which provided an opportunity to collect real time data, graph it and make predictions using the T1-84 Silver Edition calculator. Fifteen faculty and staff as well as four "student assistants" attended. Eleven evaluations were turned in. Subs were provided.

I. Spotlight: “Emergency! Emergency! Emergency! What if...?”

On April 21, Dan Anderson, Nobles County Federal Emergency Management Coordinator, reviewed the plan in place for the county concerning responding to emergencies and answered questions posed by faculty, staff, and administration. Fifteen people attended and nine turned in evaluations. Subs were served.

J. Assessment Party (during Finals Week)

An “Assessment Party” was held December 19, 2008. On the Worthington campus, CTL provided coffee, rolls and juice. The faculty worked in an ITV Room after Kayla briefly spoke to the faculty on all five campuses (over ITV). She briefly reviewed the purpose of assessment and the need for assessment in terms of college accreditation. The “assessment party” continues to be an extremely efficient and successful method of mass faculty compliance with end of semester form completion. Thirty-two faculty including a couple part-time faculty attended.

The Assessment Party for Spring Semester was held May 13, 2009. The format was the same as used for the December 19th assessment party. About 34 faculty attended and completed the required assessment forms for courses and programs. Once again this was demonstrated to be an efficient and fun method to insure faculty compliance with end of semester assessment form completion.

K. CTL Leaders Workshops

a. Fall: Cragun, Brainerd, MN - Sept. 24-26, 2008

This workshop was attended by both Rolf Mahlberg and Anne Aby.

b. Spring: Wells Fargo Place, St. Paul, MN - April 2-3, 2009

The Spring CTL Leaders’ Meeting was held entirely online on April 3. Rolf Mahlberg and Anne Aby both attended.. Campus leaders were also urged to contribute to the Discussion forum in the Leaders Spring Meeting DTL site, MnSite. The two areas for discussion were highlights of the MOST SUCCESSFUL CTL program and BENEFITS AND CHALLENGES encountered this year. Anne Aby posted responses for the Worthington campus on April 16, 2009 for both of these areas.

L. Re: College-wide CTL Goals in 2008-2009

- One college-wide CTL goal in 2008-2009 was to “Build college-wide cohesiveness among faculty and staff across the five campuses ,” and this goal was met by planning and participating in the February 17, 2009, all campus event in Jackson.
- Explore stronger linkages between Health and Wellness Committee and CTL activities on the campuses. During the Administrative Duty Day on January 9, 2009, Worthington campus CTL leaders took a few moments during the morning coffee, juice and rolls gathering in the Commons area to distribute 34 pedometers to the faculty. Also, the Chinese healing program held on February 3 supported this goal.

BUDGET STATEMENT (2008-2009)

BEGINNING BALANCE: \$947.83

<u>Date</u>	<u>Category</u>	<u>Amount</u>
<u>FOOD:</u>		
08/19/2008	Lunchtime Solutions (rolls, coffee, juice)	96.75
10/14/2008	Subway Worthington (subs)	60.25
11/12/2008	Subway Worthington (subs)	47.54
12/19/2008	Lunchtime Solutions (rolls, coffee, juice)	68.80
02/03/2009	Subway Worthington (subs)	47.54
03/24/2009	Subway Worthington (subs)	63.90
04/21/2009	Subway Worthington (subs)	49.79
05/13/2009	Lunchtime Solutions (rolls, coffee, juice)	86.00
<u>TOTAL FOOD:</u>		\$520.57

<u>TRAVEL:</u>	\$ 77.50
<u>REGISTRATION:</u>	\$111.49
<u>SUPPLIES & BOOKSTORE:</u>	\$149.44

<u>TOTAL EXPENSES:</u>	\$859.00
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ENDING BALANCE	\$88.83
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APPENDIX B – ALL FACULTY DUTY DAY – FEBRUARY 2008

Schedule – February 17, 2009 All day faculty day in Jackson

8:45 to 9:00 Welcome, Jim Grove, and Registration (Commons)

9:00 to 9:45 Tours

9:45 to 10:15 Dr. Graber / Mike Fury / Dr. Shrubbs (Commons)

10:20 to 11:55: Workshops (classrooms)

12:00 to 12:55 Lunch (Commons)

***CTL campus leaders should sit together to meet with MnSCU CTL representatives, Thomas Wortman and Yvonne Schafer. Campus faculty are encouraged to mix with other campuses to see old friends and meet new faculty.

1:00 to 2:25 Workshops (classrooms)

2:30 to 3:15 Accreditation meeting (Commons) Dan, Diane, Jeff, Kayla

3:15 to 3:30 Wrap up and door prizes (Commons)

3:30 to 4:00 All faculty meeting – Duane and Dave (Commons)

February 17, 2009, CTL Workshops

10:20 - 11:05	11:10- 11:55	1:00 to 1:45	1: 45 to 2:25
Room Y113 Academic Honesty Issues in Classes - discussion forum for faculty - come with concerns and ideas - Kayla Westra	Room Y101 Learner-Centered Teaching: Why Learner-Centered versus Instructor-Centered? - Yvonne Schafer, MnSCU	Room Y101 Learner-Centered Teaching: Why Learner-Centered versus Instructor-Centered? - Yvonne Schafer, MnSCU	Room Y113 Syllabus, Course Outline, and Course Schedule - what goes on what document, and what am I required to have? Kayla Westra
Room O109 PowerPoint Dos, Don'ts, and Duhs - summary of tips - round table. Doug Kleeberger, others	Room O107 Grant Seeking and Proposal Writing: It's Not that Hard to Fund Your Ideas! - Tom Wortman, MnSCU	Room O107 Grant Seeking and Proposal Writing: It's Not that Hard to Fund Your Ideas! - Tom Wortman, MnSCU	Room O109 STEM/PKALs - John Joosten
Room B111 Green Building - John Dahle, Vaughn Corwin, Jim Stout, Luke Olson	Room B111 Developing and Integrating Student Leadership - Kile Behrends and Le Lucht	Room B111 Connecting Cultures through Language - Le Lucht	Room B111 Technology update - software and systems - John Roos Dan Baun/Scott Haken, SHOT - will discuss updates to ITV/video recording
Computer Lab Faculty projects and conferences: NEH grants, or What I did last summer, and do you want to go some time? Dan Roos, Anne Aby, Marcia Johnson Findings from my Thesis project about Student Satisfaction with online learning - Teresa Noyes	Computer Lab LARC Services - Marcia Johnson and Sandi Mead	Computer Lab Teaching with Technology - Webex, Windows Media Encoder, Etc. - Terri Pelzel and Dave Matthews	Computer Lab D2L - hands on and discussion of teaching tips - Laine Rieger, Rod Sissel, Leslie Bauman, and Beth VanOrman

Session Summaries (not all sessions listed below – some titles self-explanatory)

Academic Honesty Issues in Classes – Kayla Westra

Discussion forum for faculty – come with concerns and ideas about academic honesty in the classroom (face to face, ITV, and online).

Connecting Cultures Through Language -- Le Lucht

This visual presentation is an overview of how students connect what they learn in class to the real world. Seven Minnesota West travelers experienced the culture, language, history, diversity and the reality of Mexico first hand this past May-June when they left the comforts of Minnesota and flew to Mexico. Come to this session to find out how many returned!

Developing and Integrating Student Leadership

Kile Behrends and Le Lucht

Phi Theta Kappa believes that enabling students to lead more effectively will allow them to live their lives more fully and to learn and work in richer ways than ever before. This presentation highlights five interactive approaches of helping students develop leadership skills. As an example of activities to incorporate into our classroom with the focus on developing leadership, participants will have the opportunity to experience The Real COLORS Personality test.

Grant Seeking and Proposal Writing: It's Not that Hard to Fund Your Ideas! - Tom Wortman

This session gives faculty members the bare essentials (and the courage) to tackle the task of finding and applying for funding from outside sources. Essentially a “Grant Writing 101” course, this session gives practical advice to faculty members – whether new or experienced – to help them land funding for their teaching and student-learning projects. Participants will participate in hands-on activities and will leave the session with the beginning of a great grant proposal.

Green Building

With all the buzz on all things green, most of us now understand the basic concept. But what exactly does green building mean? John Dahle, Luke Olson, Jim Stout, and Vaughn Corwin will discuss the various elements of green building integrated into this year’s Pipestone campus project house.

LARC Services – Marcia Johnson and Sandi Mead

Find out about the new features on the Library Homepage. Get acquainted with Discovery Tool, the new Online Credo Reference and Research Quickstart that puts all the best subject and web links in one place.

Learner-Centered Teaching: Why Learner-Centered versus Instructor-Centered? - Yvonne Schafer

This session will focus on four tools to use for adopting learner-centered approaches to teaching – (1) research evidence of why instructors should use this method, (2) reflection questions to determine the status of a course, (3) self-assessment rubrics, and (4) a planning form for recording goals and changes.

Syllabus, Course Outline, and Course Schedule - Kayla Westra

What goes on what document, and what am I required to have? For experienced and new faculty alike. We'll review best practices and system requirements.

Technology updates

Update on what's been changed, what's coming, asking for input and suggestions. **John Roos**. Also, **Dan Baun** from SHOT will discuss ITV recording capabilities.

Teaching with Technology - Webex, Windows Media Encoder, Etc. - Terri Pelzel and Dave Matthews

Learn how easy it is to enhance your online classes . Cisco's WebEx program is a Web Conferencing tool used to communicate and collaborate with anyone, anywhere, any time. (www.webex.com) This teaching tool offers both a training mode and a meeting mode. I will demonstrate how easy it is to set up a class, share your desktop, and use full VoIP for your distance education classes. Even when there is a snow storm my students don't have to miss class!! Come check out WebEx!

CTL Day, February 17, 2009, Summary/Evaluations

Ninety faculty attended the CTL day event on the Jackson campus; another 20 administrators and staff were in attendance. Seventy faculty turned in evaluations. Note that not all individuals marked every box (so not every category added up to 70).

GENERAL	1 Poor	2	3 Fair	4	5 Excellent
Schedule		1	12	35	24
Meals		1	8	28	33
Facilities				32	38
Travel arrangements		1	7	29	28

	Disagree strongly	Disagree	Undecided	Agree	Agree Strongly
The workshops and sessions I attended . . .					
Were useful and applicable.		1	11	31	27
Will assist me in course preparation and teaching.		2	11	30	24
Were focused.		2	10	32	26
Offered practical suggestions I can incorporate into my courses.		1	9	36	23
Considered my needs as well as my students' needs.		3	12	29	25

(Some of the comments below condensed/combined if similar content.)

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

- Grant writing (4)
- Academic dishonesty (2)
- Windows media encoder (2)
- Plagiarism info to be used in D2L and ITV classes.
- How to check when student has last logged in to my specific D2L course
- Course outline and syllabus writing (6)
- How to communicate with my students more effectively
- How to incorporate video clips into PowerPoint
- Webex (6)
- New D2L ideas.
- Learner-centered approach on a project/student-centered learning (3)
- PowerPoint Dos and Don'ts / techniques (4)
- Standards for PowerPoint
- Try to implement some student-centered learning

- Link code of conduct into course syllabus
- Vimeo information
- The library home pages changes and what is new
- Nothing
- Screen capture utility (3)
- Global perspective

Areas where I'd like to have more information:

- Classroom application
- Institutional integrity
- How to set up a WebEx (4)
- I will research Webex and Merlot
- Computer technology (2)
- How to use Webex in case of inclement weather
- D2L training
- Excel, Word, Office 2007 (2)
- Podcast training
- Course prep info
- Assessments
- How to go green
- How to add more technology to my classes – on campus and online
- ITV/video recording/podcasts
- “Geek speak” – I only get to a session on computers maybe once a year (for an hour) and I feel like the presenters are speaking a foreign language. I would like a “Geek speak for Dummies” on an annual basis so I can understand what’s new about computers in general. Then I’d be ready for the specific software sessions.

Ideas I have for summer workshops:

- Instructor consistency
- Excel, Word, Office 2007
- D2L short course on advanced features
- More D2L and resources available on the Internet
- Webex (3)
- Longer grant writing sessions (3)
- Take one D2L tool (Discussions or Grades) and spend ALL day teaching us everything about how it works.
- Online teaching

General Comments

- Thank you! Great planning, facilities, and details.
- Hard to eat breakfast standing up, carrying coffee, muffin, and folder
- Meals – best ever

- The day should be done by 3:00 to allow for 2 hours of travel
- Progressive breakfast? Good lunch.
- Was intrigued by the new technology in every aspect of education – very cool.
- Would be great if we could do CTL day through ITV or Webex
- I know some don't like nametags but I think name tags on the tours, at least, would be helpful.
- Over an hour before day really started?
- Great tour
- Long day – shorter lunch?
- It was very beneficial to visit the campus in person. I have been with MnWest for 8 years and this is the first visit to Jackson. Very nice campus. Very clean.