



**CENTER FOR TEACHING AND
LEARNING
ADVISORY COMMITTEE MEETING MINUTES
May 2, 2016**

Attendees: Mr. Allan Wamsley, Ms. Lori Kovarik, Dr. Cindy Rossi, Dr. Amy Kausler, Ms. Christy Cornelius

Members Not Attending: Dr. Sandy Frey, Dr. Caron Daugherty

Guests: Ms. CJ Santiago

Agenda Item	Discuss
I. Call to Order	The meeting was called to order at 12:05 pm
II. Introductions	Lunch was provided and Christy opened the meeting with a hand out of the CTL sessions offered, and the attendance of each session during the 2015-16 academic year.
III. Review of Minutes	There were no official minutes approved, however Christy mentioned the similarity in the number of sessions this year and last year. Other comparisons were made between the last two years. We discussed the shift of events from CTL sessions to book discussions. Christy commented that the CTL has always been faculty-driven and this shift is based upon faculty interests. Facilitators of book discussions have made connections between the authors' ideas and our college community.
IV. Updates	<p>Faculty Coordinator Changes: Upon the retirement of Christy Cornelius in May, responsibilities for coordinating the Center For Teaching and Learning will be divided between Dr. Amy Kausler who will be responsible for Service Learning Initiatives, and Dr. Cindy Rossi who will assume all other CTL responsibilities. Both Dr. Kausler and Dr. Rossi will begin their new duties during the summer of 2016.</p> <p>Relocation of the CTL: Because of the Library remodel, the CTL will move to a temporary location for approximately 18 months. That space has not yet been assigned, however Dr. Kausler reported that there is designated space for the CTL in the Library remodel plan. Christy suggested the square footage of the space be approximately the same as we currently have for the CTL to accommodate computers, Smart equipment, furniture, library holdings, and sessions that are attended by 20 – 25 people.</p>

V. New Business

CTL Sessions for 2016-17

A variety of topics were discussed for potential CTL sessions next year. Christy reported that sessions offered the first week of classes in the fall are often well attended. The group agreed that a session of "best practices" for the first few weeks of the semester is a good idea for all full time and adjunct faculty members.

Allan suggested to contact the Wellness Director and inquire about coordinating a Lunch and Learn session in the CTL directly related to faculty wellness. He also suggested potential sessions on the Library renovations and Campus Security/Safety, however these topics may be discussed during the "First Week Back" activities in August. Everyone felt that faculty would be interested in the ongoing progress of the library renovations and sessions might be planned next spring once there are more definite plans.

Allan also brought up a new concern about captioning any videos that are embedded in our online courses. He has spoken with Christine Platter about these accommodations and at this time legal issues are being studied. A possible CTL session with Ms. Platter might be planned next spring semester.

Dr. Kausler asked about the DVD of the Webinar presented on 3/24. The topic of "Off Campus Trips, Safety, and Liability" was of interest to those attending the webinar and others who could not attend, but wanted to view the DVD. Allan will lend the DVD to any faculty who would like to view it. We suggested that a follow up discussion of this topic might be a good idea next spring. Our final CTL session this spring semester on 4/29 was well attended. Dr. Rossi secured an outside speaker on Open Education Resources. Dr. Evans reported to Dr. Rossi that she would be willing to visit our campus again and continue the discussion on OER.

Service Learning

Dr. Kausler, Dr. Daugherty, Linda Fuentes (Administrative Assistant to Dr. Daugherty), CJ Santiago, and Christy had a discussion about the direction of the Service Learning Initiatives a few weeks ago, and everyone agreed the faculty are primed to move ahead with Service Learning. Amy reported "show casing" a few of the Service Learning projects on the CTL website at the end of the semester. She also mentioned the possibility of a new Service Learning Advisory Committee in the future. Service Learning has grown among full time and adjunct faculty members and Amy has many ideas for continuing to grow the number of classes offering Service Learning plus the quality of those projects. Allan mentioned the possibility that some students may have misguided information about signing up for a section of a course based on the potential for extra work on a SL project. Amy will work with faculty to make sure Service Learning projects take the place of other assignments in a class. Christy commented that in her opinion students have felt passionately about the Service Learning, and report they would take part in it again.

Website Updates

Dr. Rossi and Lori Kovarik will work together to update the CTL website over the summer. Lori suggested that a calendar of due dates for turning in forms be put on the website, too. A list of potential topics and books for the Reading Circles will be added, also.

V. New Business (cont'd)	<p>Room Usage Christy reported that the CTL space is being used almost daily by faculty and staff. There are requests by committees, Division Chairs, Directors, and faculty groups to reserve the room. She suggested to Cindy to continue giving approval for all requests. This plan has proven to work well this year, although with the library renovations there may no longer be a need for room approval until the remodel is complete and permanent space is assigned.</p>
VI. Comments/Announcements	<p>New Faculty Cohort Dr. Kausler asked for clarification on the number of new faculty attending the cohort each month.</p>
VII. Adjournment	<p>The meeting was adjourned at 1:15 pm.</p>