

Advisory Committee meeting
Office of Teaching and Learning Excellence
Wednesday, May 1, 2024 — 4:00 to 5:00pm

- I. Review of 2023-24 activities
 - A. [Tech Snacks](#), occasionally having faculty present
 - B. P/T session for new faculty
 - C. Structured adjunct training/check-ins
 - D. Teaching Triangles
 - E. Teaching & Learning Festival
 - F. OLC Workshops
 - G. HHS visit with faculty
 - H. Student Experience Survey

- II. Overview of proposed Summer 2024 activities
 - A. Canvas Workshops: May 8th-9th, May 15th-16th, May 22nd-23rd
 - B. Work parties - likely in July/August
 - C. Canvas Migration & Banner Integration Process

- III. Overview of proposed 2024 orientation activities
 - A. Faculty orientation week - August 14th
 - New faculty Brightspace orientation session (if applicable)
 - 2 weeks later: BBQ with 1st and 2nd year + new advisory committee
 - B. Student orientation week
 - Student Brightspace orientation sessions
 - Reaching online students, athletes, others?

- IV. Overview of proposed Fall 2024 activities
 - A. Fall Tech Snacks ideas?
 - B. Continue Canvas Workshops

- V. Members
 - Andy Bradshaw (Assistant Professor, Automotive Technology, COTS)
 - Amy Smith (Associate Professor, Education, CASE)
 - Grant Bowker (Assistant Professor, Mathematics, CASE)
 - Jenni Pula (Assistant Professor, Nursing, COHS)
 - Karyn Billmayer (Assistant Professor, Agriculture, COTS)
 - Laura Gomez (College Chair and Assistant Professor, Accounting, COTS)
 - Joey Todd (College Chair and Associate Professor, Education, CASE)

Next meeting: Wednesday, December 11th, 4pm

Advisory Committee meeting
Office of Teaching and Learning Excellence
Wednesday, May 3, 2023 — 4:00 to 5:00pm

- VI. Review of 2022-23 activities
 - I. [Tech Snacks](#), occasionally having faculty present
 - J. P/T session for new faculty
 - K. Structured adjunct training/check-ins
 - L. Teaching & Learning Festival
 - M. Teaching Triangles

- VII. Overview of proposed Summer 2023 activities
 - A. Work parties next Wednesday, Thursday, Friday
 - B. Possible mastery learning workshop – summer timing?
 - C. Program development workshop - summer timing?

- VIII. Overview of proposed 2023 orientation activities
 - A. Faculty orientation week - August 16th
 - New faculty Brightspace orientation session
 - BBQ with 1st and 2nd year + new advisory committee or “retreat” in BPs?
 - B. Student orientation week
 - Student Brightspace orientation sessions
 - Reaching online students, athletes, others?

- IX. Overview of proposed Fall 2023 activities
 - A. Fall Tech Snacks ideas?
 - B. Try again to piggyback on MSU Faculty Development
 - C. Monthly SoTL article reading “club”

- X. Member rotation
 - 1st year members:
 - Casey Donovan (Assistant Professor, Math, CASE)
 - 2nd/3rd year members – rotate out?
 - Chuck Terry (Instructor, Welding, COTS)
 - Emilee Luke (Adjunct Instructor, Art, CASE)
 - Kasthuri Udayakumar (Assistant Professor, Nursing, COHS)
 - Laura Gomez (Assistant Professor, Accounting, COTS)
 - Current Chairs:
 - Steven Don (Dept. Chair and Full Professor, Diesel Technology, COTS)
 - Joey Todd (Dept. Chair and Associate Professor, Education, CASE)

Next meeting: Wednesday, September 27, 2023 @4pm

OTLE advisory committee meeting notes
May 3, 2023

Action item list:

- Lindsey will get the next meeting date on the calendar
- OTLE will develop a form to use for faculty signing up for Teaching Triangles
- OTLE will ask Courtney Little about facilitating a Mastery Learning workshop

In attendance: Lindsey, Jason, Brittany, Casey, Joey, Steven D., Laura, Kasthuri

XI. Review of 2022-23 activities

- N. [Tech Snacks](#) - bring in faculty to present once or twice a semester. Feedback: it was nice to see what people are doing in their classrooms.
- O. P/T session for new faculty - important to do every fall
- P. Structured adjunct training/check-ins - successful, OTLE will keep doing this with the college chairs.
 - Question raised about how often adjuncts work with program faculty.
- Q. Teaching & Learning Festival - good format, successful this year
- R. Teaching Triangles - successful for the group who completed the process. OTLE will create a form to help facilitate the sign-up process.

XII. Overview of proposed Summer 2023 activities

- A. Work parties this Wednesday, Thursday, Friday - add work parties sporadically throughout the summer, again early fall
- B. Possible mastery learning workshop – summer timing? Early August if possible, with work party to follow
- C. Program development workshop - summer timing? June, also requested a program assessment workshop in June

XIII. Overview of proposed 2023 orientation activities

- A. Faculty orientation week - August 16th
 - New faculty Brightspace orientation session
 - BBQ with 1st and 2nd year + new advisory committee or “retreat” in BPs? - Move BBQ back a week or two to allow faculty time to adjust. Maybe plan an informal night at one of the restaurants/breweries in town to encourage faculty social gatherings off campus
- B. Student orientation week
 - Student Brightspace orientation sessions

- Reaching online students, athletes, others?

- XIV. Overview of proposed Fall 2023 activities
- A. Fall Tech Snacks ideas? Revisit ChatGPT and AI software, scholarships & advising, financial aid, a “break from Tech Snacks” Tech Snacks session with trivia (faculty team building)
 - B. Try again to piggyback on MSU Faculty Development
 - C. Monthly SoTL article reading “club”
- XV. Member rotation
- 1st year members:
- Casey Donoven (Assistant Professor, Math, CASE)
- 2nd/3rd year members – rotate out?
- Chuck Terry (Instructor, Welding, COTS) - replace with Karen or Andy
 - Emilee Luke (Adjunct Instructor, Art, CASE) - stay
 - Kasthuri Udayakumar (Assistant Professor, Nursing, COHS) - stay
 - Laura Gomez (Assistant Professor, Accounting, COTS) - stay
 - Request to ask Amber Spring to join as another frequent adjunct
- Current Chairs:
- Steven Don (Dept. Chair and Full Professor, Diesel Technology, COTS)
 - Joey Todd (Dept. Chair and Associate Professor, Education, CASE)
- XVI. Next meeting: Wednesday, September 27, 2023 @4pm - maybe move to December

Advisory Committee meeting
Office of Teaching and Learning Excellence
Tuesday, May 3 — 4:00 to 5:00pm

- XVII. Review of Spring 2022 Professional Development and events
- S. Teaching & Learning Festival
 - T. [Tech Snacks](#)
 - U. FLC: Advising (spring semester conundrum)
- XVIII. Overview of proposed Summer 2022 activities
- A. Course prep “work parties” next Monday, Tuesday
 - B. Potential late July / Early August trainings
 - Course design workshop?
 - Early bird program assessment workshop
 - Others?
 - C. Faculty orientation week
 - Training on program assessment (w/Academic Senate committee)

- New faculty Brightspace orientation session
- BBQ with 1st and 2nd year + new advisory committee
- D. Student orientation week
 - Student Brightspace orientation session
 - Training sessions following week in Cowan 103

XIX. Overview of proposed Fall 2022 activities

- A. Fall Tech Snacks ideas?
- B. Fall FLC topics
 - Proposed topics (for both 1st and 2nd year):
 1. P/T Portfolio discussion
 2. Intro to Advising
 3. Coffee “check-in” with advisory committee
- C. Piggybacking on MSU Faculty Development (grant-writing bootcamp, etc.)

XX. Areas in need of faculty input (Summer 2022 and beyond)

- A. Brightspace course template changes
- B. Hyflex and other course modalities – faculty-driven conversation
- C. Future OTLE policies around course data, etc.

XXI. Member rotation

1st year members:

- Chuck Terry (Instructor, Welding, COTS)
- Emilee Luke (Adjunct Instructor, Art, CASE)

2nd/3rd year members:

- Extended: Samantha Balemba-Brownlee (Associate Professor, CJ, CASE)
- Extended: Brandon Matson (Assistant Professor, Diesel Technology, COTS)
- Kasthuri Udayakumar (Assistant Professor, Nursing, COHS)
- Laura Gomez (Assistant Professor, Accounting, COTS)
- [Carol Reifschneider (Dept. Chair and Full Professor, Natural Sciences, CASE)]

Current Chairs:

- Steven Don (Dept. Chair and Full Professor, Diesel Technology, COTS)
- Valerie Guyant (Dept. Chair and Associate Professor, English, CASE)
- Carol Reifschneider (Dept. Chair and Full Professor, Natural Sciences, CASE)

XXII. Next meeting: September 27, 2022 @4pm

OTLE advisory committee meeting notes
May 3, 2022

Action item list:

- Lindsey will get the next meeting date on the calendar
- OTLE will work with college chairs to develop an adjunct check-in schedule
- OTLE will work with college chairs, deans, and admin to draft new language for adjunct contracts
- OTLE will develop a new instructor Brightspace training

In attendance: Lindsey, Jason, Brittany, Carol, Joey, Emilee, Steven D., Sami

- I. Review of Spring 2022 Professional Development and events
 - V. Teaching & Learning Festival - success, timing was good
 - W. [Tech Snacks](#) - interest in Accessibility workshops
 - Poor course shells, faculty mentoring
 - X. FLC: Advising (spring semester conundrum)
 - Mock student registration workshops > use mock students and have multiple faculty "advise" same student to see differences (early/mid October)
 - After spring break > less FLC's, less formal meetings
- II. Overview of proposed Summer 2022 activities
 - A. Course prep "work parties" next Monday, Tuesday
 - faculty like the computer lab format
 - invite new faculty and adjuncts for Aug. work parties for course design training
 - B. Potential late July / Early August trainings
 - Course design workshop?
 - Early bird program assessment workshop
 - Others?
 - C. Faculty orientation week
 - Training on program assessment (w/Academic Senate committee)
 - New faculty Brightspace orientation session
 - BBQ with 1st and 2nd year + new advisory committee
 - D. Student orientation week
 - Student Brightspace orientation session
 - Offer prizes
 - Training sessions following week in Cowan 103

III. Overview of proposed Fall 2022 activities

E. Fall Tech Snacks ideas?

- Webpage Updates with Emilee (Basic Top 10 Tips)
- Linking within Brightspace (Content and Activities)

F. Fall FLC topics

Proposed topics (for both 1st and 2nd year):

1. P/T Portfolio discussion
2. Intro to Advising
3. Coffee “check-in” with advisory committee

G. Piggybacking on MSU Faculty Development (grant-writing bootcamp, etc.)

- MSUN Workflow

IV. Areas in need of faculty input (Summer 2022 and beyond)

D. Brightspace course template changes

E. Hyflex and other course modalities – faculty-driven conversation

F. Future OTLE policies around course data, etc.

G. Adjuncts/New Faculty

- Mentor relationships (first year faculty/adj. With senior faculty)
- Mandatory orientation for adjuncts
- Chairs enrolled in courses (need to draft new contract language)
- New Faculty/Adj. Brightspace Trainings

XXIII. Member rotation

1st year members:

- Chuck Terry (Instructor, Welding, COTS)
- Emilee Luke (Adjunct Instructor, Art, CASE)

2nd/3rd year members:

- Extended: Samantha Balemba-Brownlee (Associate Professor, CJ, CASE)
- Extended: Brandon Matson (Assistant Professor, Diesel Technology, COTS)
- Kasthuri Udayakumar (Assistant Professor, Nursing, COHS)
- Laura Gomez (Assistant Professor, Accounting, COTS)
- [Carol Reifschneider (Dept. Chair and Full Professor, Natural Sciences, CASE)]

Current Chairs:

- Steven Don (College Chair and Full Professor, Diesel Technology, COTS)
- Joey Todd (College Chair and Associate Professor, Education, CASE)

XXIV. Next meeting: September 27, 2022 @4pm

Advisory Committee meeting
Office of Teaching and Learning Excellence
Thursday, December 9, 2021 — 2:00 to 3:00pm

- XXV. Review of Summer & Fall professional development and events
 - Y. August work parties
 - Z. [Tech Snacks sessions](#)
 - AA. FLCs: P/T Discussions, Intro to Advising, Coffee Chat
 - BB. Reading Group: *Understanding By Design*

- XXVI. Overview of proposed Spring 2022 professional development
 - A. Spring course prep “work parties” in December and January
 - B. Tech Snacks ideas:
 - Accessibility part 3 and part 4
 - Career Services/Co-op discussion
 - Choosing a textbook (and LTI)
 - UbD: alignment of course outcomes, assessments, activities
 - syllabus planning
 - grants (guest presenter Jayne Morrow)
 - ITS update
 - C. Reading Group –Mondays from 4 to 5pm (February to March)
 - D. Media Festival – timeline?
 - E. Teaching & Learning Conference, April 7-8 at Montana Tech (Butte)
Organized by MUS eLearning Committee

- XXVII. New Faculty Learning Community for Spring 2022
 - A. Checking for Understanding & Providing Feedback
 - B. Promoting Active Learning
 - C. Closing the Loop with Course Feedback and Data

- IV. New office space and training lab – overview

- V. Future OTLE policies around course data, etc.

- VI. Next meeting: May 5, 2022 @2pm

TLE advisory committee meeting notes
April 29, 2021

Action item list:

- Lindsey will get the next meeting date on the calendar
- OTLE will work with Johnna for Accessibility Series for Tech Snacks
- OTLE will pick a date and rebrand the 2022 Media Festival
- OTLE will

In attendance: Lindsey, Jason, Brittany, Steve D., Val, Chuck, Sami, Kasthuri, Emilee, Laura, Carol

Meeting notes:

1. Review of Summer & Fall professional development events
 - a. August work parties went very well, faculty enjoy them.
 - b. Memorable/successful Tech Snacks: Accessibility and Gen Z. Continue the Accessibility series as it is helpful to faculty
 - c. FLCs: Continue discussing P/T and “intro to advising” sessions. The Coffee Chat was good for community building
 - d. Reading Group: pick a more “interesting” book, maybe fiction of some kind
2. Overview of proposed Spring 2022 professional development
 - a. Spring course prep “work parties” in Dec. and Jan. > continue this
 - b. Possible Tech Snacks recommendations:
 - i. Choosing a textbook, OER, how to get copies from publishers, copyright, course packs
 - c. Syllabus planning (end of semester) - a “syllabus check” workshop
 - d. Grants (guest presenter, Jayne Morrow)
 - e. ITS Update - yes. OneDrive use (Keith and Charlie have been successful with it)
 - f. Reading Group - Mondays from 4 to 5pm
 - g. Media Festival: snippets of examples, set time limits (enforced), rename and rebrand
 - h. Norming Sessions - everyone in the same area gets together with examples of student work to form norms for grading within departments
3. New Faculty Learning Community for Spring 2022
 - a. Checking for Understanding & Providing Feedback
 - b. Promoting Active Learning
 - c. Closing the Loop with Course Feedback and Data
4. New office space and training lab - overview
5. Future OTLE policies around course data, etc.

6. Next Meeting: May 5, 2022 @2pm

Advisory Committee meeting
Office of Teaching and Learning Excellence
Thursday, April 29, 2021 — 3:00-4:00pm

- XXVIII. Review of Spring 2021 Professional Development and events
- CC. Media Festival
 - DD. Tech Snacks
 - EE. Rubrics workshops
- XXIX. Overview of proposed Summer 2021 professional development events
- A. Summer/fall course prep “work parties” next week
 - B. Potential late July / Early August trainings (timing?)
 - Lesson plan writing workshop
 - Accessibility training
 - How to propose a new course
 - C. Faculty orientation week
 - Training on new program assessment system (w/Academic Senate committee)
- XXX. New Faculty Learning Community
- A. BBQ in August with 1st and 2nd year + advisory committee
 - B. Fall FLC topics
 - Proposed topics (for both 1st and 2nd year):
 - 1. P/T Portfolio discussion
 - 2. Intro to Advising
 - 3. Coffee “check-in” with advisory committee
- XXXI. Member rotation
- 1st year members:
- Andy Bradshaw (Instructor, Automotive Technology, COTS)
 - Grant Bowker (Assistant Professor, Mathematics, CASE)
 - Carol Reifschneider (Full Professor, Natural Sciences, CASE)
 - Kasthuri Udayakumar (Assistant Professor, Nursing, COHS)
 - Laura Gomez (Assistant Professor, Accounting, COTS)
- 2nd/3rd year members:
- Samantha Balemba-Brownlee (Assistant Professor, Criminal Justice, CASE)
 - Brandon Matson (Assistant Professor, Diesel Technology, COTS)
 - Lorren Schlotfeldt (Assistant Professor, Plumbing Technology, COTS)
 - Chad Spangler (Associate Professor, Health Promotions, COHS)

- Joey Todd (Assistant Professor, Education, CASE)
- Alissa Cook (Adjunct Instructor, English, CASE)

Chairs:

- Steven Don (Dept. Chair and Full Professor, Diesel Technology, COTS)
- Valerie Guyant (Dept. Chair and Assistant Professor, English, CASE)

V. Next meeting: late October (TBD)

OTLE advisory committee meeting notes
April 29, 2021

Action item list:

- Lindsey will get the next meeting date on the calendar
- OTLE will undergo accessibility training
- OTLE will pick dates for summer course prep “work parties”
- OTLE will inquire about having an all-faculty potluck during faculty orientation week

In attendance: Lindsey, Jason, Brittany, Steve D., Val, Lorren, Laura, Joey, Brandon, Carol

Meeting notes:

Review of Spring 2021 Professional Development and events

- Media Festival
 - Be more clear about time limits to stay on track and on accurate time next year
 - If possible, avoid virtual presentations where the presenter isn't in attendance
 - Mandatory attendance for all presenters for live Q&A
 - If possible, consider incorporating themes for presentations
 - Consider adding incentives or attendance voting on presentations (humorous trophy for best in show, etc.)
- Tech Snacks
 - Once a semester or academic year, bring in ITS/Marianne for tech updates
 - Preferably at the beginning of the semester
 - Faculty miss the comics. Consider thinking of different ways to engage faculty with Tech Snacks advertisement and bringing the newer faculty into our culture
 - Topic idea: discuss money for Professional Development (new committee forming -- keep in touch with Carol and Charlie)
 - Topic idea: how to propose a new course, minor, etc.

- Rubrics Workshop
 - Learning experience during Covid -- was hard to collaborate w/distancing, etc.

Overview of proposed Summer 2021 professional development events

- Summer/fall course prep “work parties” next week (first week of May)
 - Set up dates/times after Tuesday (when final grades are due)
 - Set up for Thursday and possibly Friday - open for all faculty to attend
- Potential late July/early August trainings (timing?)
 - Interest in a Syllabus workshop (possibly a Tech Snacks topic)
 - Lesson Planning workshop - possibly December in between semesters
 - Accessibility Training - sometime after first couple weeks of semester
 - How to write a test
- Faculty Orientation Week
 - Training on new program assessment system (w/Academic Senate committee)
 - Inquire about a potential all-faculty potluck lunch in the ATC during faculty orientation week

New Faculty Learning Community

- BBQ in August with 1st and 2nd year + advisory committee
 - Same time as last year, worked with everyone.
 - Talk to Chuck
- Fall FLC topics (for both 1st and 2nd year):
 - P/T Portfolio discussion
 - Intro to Advising
 - Coffee “check-in” with advisory committee

PAST - Advisory Committee meeting
Office of Teaching and Learning Excellence

December 7, 2020 -- 10:00-11:00am

Zoom: <https://zoom.us/j/4062653775>

- XXXII. Review of Summer and Fall 2020 Professional Development offerings
- FF. Summer workshops
 - GG. Tech Snacks
 - HH. Faculty Learning Community (P/T Process, Advising)
 - II. Faculty Advisor Training facilitation
- XXXIII. Overview of proposed Spring 2021 Professional Development offerings
- A. Semester Break: [Brightspace Trainings in December](#)
 - B. [Programming](#) starting January 11 (week prior to Spring 2021 Semester)
 - C. Faculty Reading Group
Mondays from 4 to 5pm (February to March)
 - D. Potential Faculty Writing Group
 - E. Media Festival
Wednesday, Feb. 24th, 4pm-6pm
- XXXIV. New Faculty Learning Community
- A. Spring FLC topics
Proposed topics:
 1. Creating and Using Rubrics
 2. Promoting Active Learning
 3. Checking for Understanding
 4. Using Course Feedback and Data to Demonstrate Teaching Improvement
- XXXV. Student outreach initiatives
- XXXVI. Next meeting: late April/early May (TBD)
Consider new members for OTLE advisory committee for next two years

OTLE advisory committee meeting notes
December 7, 2020

Action item list:

- Lindsey will get the May meeting date on the calendar
- OTLE will find faculty panel members
- Jason will nail down a date for Media Festival
- Brittany and Lindsey will send faculty book titles to vote on for reading group
- Lindsey will ask Covid Response Team about a faculty debrief and possibly all-faculty meeting to address the plan for spring

In attendance: Lindsey, Jason, Brittany, Steve D., Val, Lorren, Laura, Kasthuri, Andy, Sam B., Grant B.

Meeting notes:

Review of Summer and Fall 2020 Professional Development offerings

- Summer workshops
 - Do these again, even if a shorter form. New faculty may not know what to ask before using Brightspace.
 - Most helpful aspect was the time to work. Building in time slots to get things ready w/ OTLE available for help & questions.
- Tech Snacks
 - Attendance was lower (due to possible Zoom/virtual fatigue). Not sure if anything can be done about this, but keep going...faculty like the opportunity to check in.
 - Topic idea: checking how searchable quiz questions are, how to protect your quiz library (best practices for creating online quizzes in the online environment)
- Faculty Learning Community (P/T Process, Advising)
Additional ideas about what new faculty need:
 - How to engage students (focus on Hybrid teaching)
 - New faculty: finding a place to start
 - Colleagues/mentors helped the most
 - Classroom Management (How to deal with problem students, etc.)
 - What should I include in the syllabus?
 - Getting involved with committees
 - How to grade labs ---- rubrics - Brightspace and beyond
- Faculty Advisor Training facilitation
Feedback and additional ideas:
 - Can always use Advising Training
 - Advising Training could potentially be broken down by departments
 - Co-Ops and how they work

Overview of proposed Spring 2021 Professional Development offerings

- Semester Break: [Brightspace Trainings in December](#)
 - Can faculty pop in for afternoon “open work” sessions?
 - Having workshops before Christmas allows faculty to have more time to prepare for Spring 2021 courses
- [Programming](#) starting January 11 (week prior to Spring 2021 Semester)
 - Faculty Reflection Panel - kick out the COVID name (people are tired of hearing about COVID); talk about what worked & what didn't work?
 - Student Reflection Panel - on Fall 2020, what worked for them or didn't work? (lots of faculty interest for this topic, but make a video and send it out/ not live)
 - Need to come up w/ an idea on how to get students to communicate w/ faculty about COVID & quarantine, perhaps invite Covid Leadership to create a plan to improve COVID communication in Spring 2021. Needs to be clear with faculty how administration is communicating with students about COVID. All Faculty Meeting - what's happening?
 - Tracking Sheet Info from Kasthuri - for lab hours for the students to fill out without telling her about COVID
 - not expecting them to tell but used a tracking sheet for missed lab days or hours for makeup days; makes students be involved with tracking their missed days and hours
 - Faculty Tech Demos - maybe push to Media Festival?

Faculty Reading Group

Mondays from 4 to 5pm (February to March)

- Not so much pedagogy reading, can it be more of an escape and opportunity to connect with other faculty?

Potential Faculty Writing Group -- thoughts?

- Good to hold each other accountable
- Better opportunity for feedback: readability, editing, recommendations

Media Festival -- Wednesday, Feb. 24th, 4pm-6pm

- Broaden to talk about the current pandemic with media usage in teaching and learning
- Show how much work students and faculty have done
- Maybe two days?
 - What can we do? What did we do?
 - Show off student work - show what they did
- Keep doing it, definitely.

New Faculty Learning Community

- Spring FLC proposed topics:
 - Promoting Active Learning
 - Checking for Understanding
 - Using Course Feedback and Data to Demonstrate Teaching Improvement
 - Add: Rubrics

Student outreach initiatives - Brightspace Tips - roll out starting January 2021

Next meeting: late April/early May (TBD)

Consider new members for OTLE advisory committee for next two years

PAST -- Advisory Committee meeting
Office of Teaching and Learning Excellence
Wednesday, January 29, 2020 — 4:00 to 5:00pm
Cowan 107

- XXXVII. Overview of proposed Spring Professional Development offerings
 - A. Faculty-led Advising Workshops
 - B. Friday Tech Snacks
 - C. Thursday Workshops moving back to Fridays?
(replacing one Tech Snack session per month)
 - D. Faculty Reading Group
Mondays from 4 to 5pm (February to March)
 - E. Media Festival
Wednesday, Feb. 26th, 4pm-6pm

- XXXVIII. New Faculty Learning Community
 - A. Spring FLC topics
Proposed topics:
 - 1. Professional development, webinars, conferences
 - 2. Preparing for the first P&T portfolio
 - 3. Program development and retention

- XXXIX. Other business
 - A. Considering new members for OTLE advisory committee for next two years

- XL. Next meeting: Wednesday, April 29 at 4pm

OTLE advisory committee meeting notes
January 29, 2020

Action item list:

- Caleb will incorporate a survey question about advising in annual faculty survey (what do they find most challenging about advising?)
- OTLE will coordinate advising workshops (more extensive and hands on than normal Tech Snacks and will include staff involved in advising)
- OTLE will coordinate with SSS to provide “advising safety net” opportunities in the SSS space
- Lindsey will coordinate a Tech Snacks session on Academic Senate committee structure and a workshop on Taskstream
- Caleb will contact the OER grant representative and set up training sessions
- OTLE will coordinate with Provost and Chairs to begin setting up and promoting ePortfolios for P/T
- OTLE will consider other Tech Snacks suggestions and incorporate them where appropriate
- Jason will work with faculty to prepare submissions for the Media Festival in February
- Advisory committee members will attend FLC sessions when they can
- OTLE will inquire about Lunch and Learn series funding for next academic year

In attendance: Lanny, Lorren, Val, Steve, Chad, Joey, Kevin, Samantha, Jason, Caleb, Lindsey

Meeting notes:

Advising

Suggestions for Advising training, beginning the week of March 2nd at latest:

- Include survey question in annual faculty survey (What aspects of academic advising are frustrating/difficult for you?)
- Provide workshops (like extended Tech Snacks sessions) with some sort of opportunity for faculty to explore scenarios (advising athletes, first-time students, transfer students, online-only); workshop should give overview of advising list but also other aspects of “advising time,” such as the next items in this list.
- Create “advising with a safety net” opportunities, perhaps in SSS with different programs/program faculty rotating in at different blocked times.
- Do not forget to include Debbie, Jen, Maura, Ali, Erica, and anyone else who may be involved in student advising

- (Encourage SSS to do some sort of pre-advising “hunker down” pizza party or something for students to get Haven stuff done--maybe October.)
- Possibly some video creation to demonstrate good advising

Tech Snacks and Friday workshops ideas

- Academic Senate committee purpose/structure (also good for staff to know)
- ePortfolios for P/T
- Taskstream workshops (“come get your stuff done”)
- April/May workshops to get summer classes built
- OER grant funding - bring in Christina Terrell for training
- IRB (decision tree) / conducting research
- Student retention
- (From last time) How to install/use VPN (so instructors can access Early Alert, etc.) - maybe just a video
- (From last time) Training on one or two aspects of QM, such as “alignment”

FLC topics

Committee thought the proposed topics for Spring 2020 sounded good. For the P/T session, there was a suggestion to include a list of willing peer reviewers (all advisory committee members said they would be willing to review courses in the spring) and to offer video recordings of teaching.

Committee suggested that, for the “program development” session, we include curriculum change, course development, etc.

New members

Lanny, Joey, and Kevin offered to step down to allow other faculty to enter the committee rotation. The members who remain will serve one more year and rotate out. New committee members will all serve two year terms. Chairs will remain on the committee as long as they are serving as chair.

Other suggestions

Committee would like OTLE to consider a once a month “Lunch and Learn” featuring faculty work (current research, bringing back info from conferences, etc.). This might also tie into an updated webpage about faculty publications. OTLE to ask Provost about funding.

PAST -- Advisory Committee meeting
Office of Teaching and Learning Excellence
Wednesday, September 25, 2019 — 4:00 to 5:00pm
Cowan 107

- I. Overview of Fall Professional Development offerings so far
 - A. Friday Tech Snacks
 - B. Thursday Workshops
 - C. Faculty Reading Group (October)

- II. New Faculty Learning Community
 - A. Next FLC tentatively scheduled for Monday, Oct. 14, noon to 1
 - B. Promotion & Tenure Process
 - 1. Formalize guidance for first-year letter
 - 2. Formalize guidance for second-year portfolio

- III. Other business

- IV. Next meeting to be scheduled in January 2020

OTLE advisory committee meeting notes
September 25, 2019

Action item list:

- OTLE will arrange for the October 17 workshop to cover Advising/DegreeWorks, and will send a quick survey out ahead of time to faculty.
- OTLE will get Alisha/Maura on the calendar for those workshops, asap
- OTLE will schedule FLC meetings for Y1 and Y2 TT faculty
- OTLE will invite committee members, chairs/deans, AND select P/T committee members to the meetings, and ask them to bring helpful documents
- Committee members will dig out example letters and portfolios to bring to the meeting
- Chairs/OTLE will find out about possibility of electronic portfolios

In attendance: Valerie, Darlene, Lorren, Joey, Lanny, Steven, Kevin, Samantha, Alissa, Jason, Caleb, Lindsey

Meeting notes:

Feedback on Fall Professional Development offerings so far

Suggestions for Tech Snacks/Thursday workshops included:

- How to install/use VPN (so instructors can access Early Alert, etc.) - maybe just a video
- Advising and DegreeWorks, asap
- Textbook companies / Open Textbooks, assembling your own book
- Training on one or two aspects of QM, such as “alignment”
- How to do a peer review/write a peer review letter

There was a lot of discussion about the need for training on Advising and DegreeWorks. Committee suggested getting Maura, Alisha, and possibly Josh involved for the trainings. It was also suggested that we send a survey out to faculty ahead of time to better pinpoint, for instance, what concerns they have and what help they need with DegreeWorks. After much discussion, it was concluded that Advising and DegreeWorks may better fit in the Thursday workshops session on the second Thursday of October. Another suggestion was to have an example student to work with (Steven Don offered his own name, which is in the system). It would be helpful if College Deans/Chairs followed up with their faculty afterward to fine tune any information/questions faculty have.

Discussion on the P/T meeting for FLC

Committee talked a lot about who should be present (chairs, deans, a rep from P/T committee at each college, such as Steve Lockwood and ?). It was emphasized that example letters (Y1) and example portfolios (Y2) should be presented. Committee members offered to bring theirs as examples. Chairs and P/T members also have helpful documents that outline what is expected (ask Steven Don, Steve Lockwood). There is a document that "Jemino" used to use that Steve Don will find.

It was suggested that we also ask P/T committee members to talk about what has been a problem in the past (e.g., just saying you do things but not effectively demonstrating them). It was suggested that OTLE might follow up with the Provost/Chancellor about whether electronic portfolios are going to be an option this year.

It was suggested that we reschedule the Monday, Oct. 14th FLC (1st year) meeting, as it is Career Fair day and because the chairs are busy with Freshman Seminar during the noon hour that day.

Other suggestions

- Share OTLE YouTube channel link with Val

Helpful notes/reminders from last meeting

For the mid-semester teaching review:

- Look at Eau Claire's CETL program on teaching reviews
- Create a form for faculty to request the different services, including a general overall review vs. a specific review (faculty name something they want feedback on).
- Clarify that this is formative only. Nothing formal should be written down at all.
- Offer a follow-up in the spring.

For the Media Festival:

- Try to have it earlier, in February. Start at 4 so people can get home earlier.
- Recruit presenters throughout the fall.

PAST -- Advisory Committee meeting
Office of Teaching and Learning Excellence
Wednesday, April 24, 2019 — 4:00 to 5:00pm
Cowan 107

- I. New Faculty Learning Community
 - A. Final FLC meeting - Thursday, April 25th, 11:30 to 12:30 in Cowan 107
Topic: "Measuring Course and Program Outcomes" (lunch provided with RSVP)
 - B. Plan for new faculty orientation in August (new faculty in History, Health Promotion, Education, Civil Engineering, Nursing, Welding, Water Quality)
- II. OTLE professional development line-up for AY 19/20
 - A. New Faculty Learning Community meetings - every second week of the month
 - B. Tech Snacks sessions
 - Fridays 9:00 to 10:00 in the Brockmann Conference Room
 - 10:30 to 11:30 in Cowan Hall 112
 - 1:30 to 2:30 in the Brockmann Conference Room
 - Tuesdays 11:30 to 12:00 in Cowan Hall 112
 - C. Wednesday Workshops - last Wednesday of each month
Topics: Content Design, Rubrics/Gradebooks, Accessibility, QM "Lite"
 - D. Faculty reading group: "Exploration, Experimentation & Risk in the Classroom"
Reading submissions (journal article/s or book chapter/s) by July 1st
Meetings from Sept. 30th to Oct. 28th, Mondays 4:00 to 5:00pm
 - E. Mid-semester teaching review options
 - F. Media Festival - March 2020
- III. Other business
 - A. Proposal to add an adjunct (staff) member to the committee

IV. Next meeting - Wednesday, Sept. 25th, 4:00 to 5:00pm

OTLE advisory committee meeting notes

April 24, 2019

Action item list:

- OTLE will ask Morgan L. about interest in being an adjunct committee representative
- OTLE will distribute a satisfaction survey to FLC attendees
- OTLE will coordinate ASAP with HR/Rachel to get workshops on the orientation schedule for basic course design and Brightspace workshops (not to conflict with Summer Bridge activities that OTLE is helping with or faculty orientation activities)
- OTLE will coordinate a trivia night and pizza event for committee members, the 2018 faculty cohort and the new 2019 faculty cohort for orientation week (Wednesday)
- Advisory committee members will attend if possible
- OTLE will coordinate a September P/T overview meeting with chairs and 2018 and 2019 cohorts, with example work if possible
- OTLE will choose a day time (not Wednesday) for monthly Brightspace workshops and book the appropriate computer labs
- Advisory committee members will put Wednesday, Sept. 25th, 4:00 to 5:00pm on their calendars for the next committee meeting

In attendance: Valerie, Darlene, Lorren, Joey, Lanny, Brandon, Kevin, Samantha Jason, Caleb, Lindsey

Meeting notes:

New Faculty Learning Community

OTLE gave a recap of the fall/spring FLC sessions and indicated that they would be distributing a survey to the first-year faculty to get feedback. Suggestions for next year's planning included: to invite new faculty to Wednesday night trivia at Old Station Brewing and order pizza rather than having a reception during orientation week; phasing in the P/T discussion later (more slowly, but also not TOO late); to learn on the chairs more for the P/T discussion; to include "Advising/Degreeworks" into the spring series; to ask Jeremy Siemens to present his assessment system.

We briefly brainstormed about how to keep the 2018 first-year faculty involved in the FLCs. OTLE will invite them to trivia night and the FLC sessions.

OTLE professional development line-up for AY 19/20

OTLE gave an overview of upcoming professional development opportunities for AY 19/20, including FLC, Tech Snacks, workshops, faculty reading group, mid-semester teaching review options, Media Festival.

Committee suggestions were as follows.

For the monthly workshop idea, there were several suggestions:

- Rather than Wednesday workshops, the committee thought Tuesday or Thursday mornings might be more useful.
- We might consider using computer labs in the DTC, ATC, Brockmann, or the library.
- Gear content towards online but also blended courses (e.g., release conditions on safety courses, COTS oriented issues like lab objectives in Brightspace)
- Early in the semester or before the semester starts, provide some basic syllabus, basic Brightspace use, QM introduction session. Check with Maura so that we're not overlapping with Summer Bridge, with Rachel that we're not overlapping with orientation.
- Show example courses later on in the progression of the workshops.

For the mid-semester teaching review:

- Look at Eau Claire's CETL program on teaching reviews
- Create a form for faculty to request the different services, including a general overall review vs. a specific review (faculty name something they want feedback on).
- Clarify that this is formative only. Nothing formal should be written down at all.
- Offer a follow-up in the spring.

For the Media Festival:

- Try to have it earlier, in February. Start at 4 so people can get home earlier.
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As far as recruiting an adjunct to serve on the committee, members suggested Morgaine Lomayesva. The committee talked about a rotation for the committee make-up and we concluded that we should generally keep half of the committee on for AY 2020-2021 and rotate the other half out with other faculty to give them a chance to bring new insights.