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![Minnesota West Community & Technical College logo]

Center for Teaching and Learning- Final Report   Summer 2024   Academic Year 2023-2024

Contents

Overview:

This report includes campus reports for CTL activities for Minnesota West. Schedules and survey results are included. The CTL kickoff meeting notes and leader position description are also included as we work through restructuring our CTL programming efforts at Minnesota West.

College-wide CTL week, August 2023

For our CTL days half of the preparation time is spent in teaching and learning activities and administrative meetings. The other half of the time during fall duty days is spent for class preparations for our faculty. This fall we gathered for our college-wide faculty day at the Granite Falls campus on Wednesday, August 16, 2024.

Schedule

August 14-18, 2023   Fall Duty Days Overview of the Week

Monday, August 14	Tuesday, August 15	Wednesday, August 16	Thursday, August 17	Friday, August 18
8:00 - 4:00 **General Work Day and Meetings** *coffee and light breakfast provided on each campus 9:30-10:20 D2L what's new and tips (Carolyn Weber, Heidi Heckenlaible CATT Team) 10:30 - 11:20 CATT meeting (Justin Heckenlaible and Carolyn Weber) 11:30 – 12:15– Telework policy overview (Katie Meyer) Lunch on your own	8:00 - 4:00 **General Work Day and Division Meetings** 8:30 – 9:20 IT updates/Zoom Rooms (IT Team) 9:30 – 10:45 Faculty meeting, Art Brown Paula Paplow, scheduling update Lunch on your own 12:00 – 12:50 Shared Governance Meeting 1:00 – 1:50 College-wide Safety meeting (Royce)	8:00 to 4:00 **Teaching and Learning Day – Granite Falls Campus** 8:30 – 9:00 breakfast 9:00 – 10:00 Dr. Gaalswyk and Dr. Brown 10:00 – 10:10 BREAK 10:10– 10:50: PACE Survey Information 10:50 – 12:10 – Division meetings 12:10-12:55 Lunch and tours 1:00 –2:40 Workshops	8:00 - 4:00 General Work Day/ REACH Day **9:00 – 2:00 REACH faculty** (high school instructors and college faculty mentors required in WGTN—Kayla Westra and Theresa Ireland, organizers Lunch on your own 2:00 – 3:50 Nursing Pediatric Simulator Training & Faculty Meeting (Dawn Gordon, organizer) See page 6 for details.	8:00 - 4:00 **General Work Day /Meetings** 9:00 – 9:50 SEM updates (Linda Pesch/Becky Weber) 10:00 – 11:30 Equipment and Technology Committee Members meeting (Kent Dahlman, organizer, Diana Fliss) Lunch on your own 12:30 – 1:20 AASC Meeting See page 7 for details.

1:00-1:50 Finance Committee/Equipment and Technology Process | Q&A session for those interested in the process (Diana Fliss, Kent Dahlman) 2:00-2:50 New Faculty –Art Brown, Deans, Mentors	2:00 – 2:50 REACH mentors meeting Kayla Westra 3:00-3:50 – Bookstore personnel – new Vital Source product/benefits to students – Amy Burdick See page 3 for details	2:40 – 3:30 MSCF meeting See pages 4-5 for details.		

Monday, 8/14/23 Schedule   **8:00 – 4:00**

***Coffee and light breakfast provided on each campus ** If no Zoom link is listed, Zoom is not an option for that meeting.**

Time/Name	Location or Zoom Link	Organizer	Overview	Who Should Attend
9:30-10:20 D2L: what's new and tips	https://minnstate.zoom.us/j/92503463758 Passcode: 764398	CATT team leaders, Heidi Heckenlaible, Carolyn Weber	What's new in D2L, tips and tricks for faculty	All faculty who are using D2L for online, hybrid, or face to face classes; staff/admin who are interested
10:30 - 11:20 CATT meeting	https://minnstate.zoom.us/j/94686590604 Passcode: 098239	Justin Heckenlaible, Carolyn Weber	Updates, opportunities, projects, AI discussion	CATT team members, all interested faculty
11:30 – 12:15– Telework policy overview	https://minnstate.zoom.us/j/99562147639 Passcode: 647782	Katie Meyer	Update on telework pilot	Interested staff, faculty
Lunch on your own				
**1:00-1:50 Finance Committee/Equipment and Technology Process	Q&A session for those interested in the process**	https://minnstate.zoom.us/j/96016355449 Passcode: 151568	Kent Dahlman and Diana Fliss	Overview of the Finance Committee and processes	All faculty
2:00-2:50 New Faculty –Art Brown, Deans, Mentors	https://minnstate.zoom.us/j/96054233302 Passcode: 757231	Art Brown	Introductions, overview	Deans, mentors, new faculty
Tasks for week during unscheduled time: class preparation, working with students, curriculum, program needs, space set up, lab set up, departmental items, etc.				

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Tuesday, 8/15/23 Schedule   **8:00-4:00**   **Work Day and Meetings**

* If no Zoom link is listed, Zoom is not an option for that meeting.

Time	Location or Zoom Link	Organizer	Overview	Who Should Attend
8:30 – 9:20 IT updates	https://minnstate.zoom.us/j/97944867218 Passcode: 426337	Campus IT Techs	Review of summer updates, Zoom room functionality, and questions	All faculty Staff and administration
9:30 -10:45 All faculty meeting	https://minnstate.zoom.us/j/91899564267 Passcode: 764337	Art Brown	Faculty meeting, schedule updates (Paula Paplow)	All faculty, deans
12:00 – 1:00	Lunch on your own			
12:00 – 12:50 Shared Governance Meeting	Email / calendar invite with Zoom information sent to members of Shared Governance	Terry Gaalswyk, Tim Buysse, Vong Rathsachack	Standing meeting	Members of Shared Governance from faculty and administration
1:00 – 1:50 College-wide Safety Committee meeting	https://minnstate.zoom.us/j/96035876609 Passcode:534181	Royce Overland		All faculty, staff, and administration
2:00 – 2:50 REACH mentors meeting	https://minnstate.zoom.us/j/95210410025 Passcode: 190508	Kayla Westra, Theresa Ireland, Dan Bernstrom	Preparation for Thursday's REACH professional development meeting, mentoring overview, checklist	All college REACH mentors (fall and spring)
3:00 – 3:50 Bookstore update	https://minnstate.zoom.us/j/98225170241 Passcode: 966964	Amy Burdick, Mary Winter, Kayla Richter	Will discuss Vital Source and its benefits to students and instructors.	Faculty
Tasks during unscheduled time: class preparation, working with students, curriculum, program needs, space set up, lab set up, departmental items, etc.				

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Schedule - Wednesday 8/16/23   **Teaching and Learning Day – <u>Granite Falls</u> Campus**

Time/ Morning in Commons	Zoom Links	Overview	Who Should Attend
8:30 – 9:00 Breakfast		Breakfast and Check In	All faculty, administration, staff on campus
9:00 – 10:00 President Gaalswyk and Dr. Brown	https://minnstate.zoom.us/j/98580187985 Passcode: 114010	Welcome back, introduction of new faculty and staff, strategic planning	All faculty, administration, staff
10:00 – 10:10 Break			
10:10 – 10:50 PACE Survey Results – Katie Meyer	https://minnstate.zoom.us/j/98580187985 Passcode: 114010	Review of PACE Survey information	All faculty, administration, staff on campus
10:50 – 12:10 Division Meetings	• **Allied Health**, Room 251 Chair: Rita Miller • **Computer Science & Business,** Room 117, Chair: Justin Heckenlaible • **Trades & Services/Transportation** Room: Commons, Chair: Rob Arp • **Humanities & Fine Arts**, Room 118, Chair: Kent Dahlman • **Science & Math**, Room 124, Chair: Paul Seifert • **Social & Behavioral Science**, Room 113, Chair: Beth Van Orman • **Management**, Room 123,Chair: Brad Milbrath *Divisions may choose to meet in other spaces if works better for the group. Division chairs may provide Zoom link to adjuncts.	Division chairs will lead; topics provided by Provost	All faculty
12:10 – 12:55 Lunch and Tours			

WEDNESDAY AFTERNOON BREAKOUT SESSIONS

	Faculty Track – Room 113 (Computer Lab)	Faculty Track – Room 117	Faculty Track – Room 118	FBM – Room 124
1:00-1:45	**Using D2L – Content, Communication, and Assessment Tips** – Carolyn Weber, Heidi Heckenlaible, CATT Team	**Sabbatical learnings: Andragogy vs. pedagogy instructional design and delivery – confirmed** Ron Schwint	**What I Did on My Sabbatical: Data Science: A Gentle Introduction** Mike Wesselink	**Tax Session -** Eric Eben and Tamara Deutz, both CPAs and partners at Hoffman and Brobst
1:50 – 2:35	**AI/Chatbot GPT - learnings, uses and implications in teaching** Gillian Singler and Justin Heckenlabile	**Teaching with an Equity Rubric for Student Success** Anita Gaul	**Allied Health – program page and minimum graduation requirements** –Rita Miller, Paula Paplow	**Management Accounting Software** Georgina Cavin
2:35 – 3:30	MSCF Meeting – Faculty only - Commons Area (Tim Buysse and Vong Rathsachack); MSCF leadership may choose to provide a Zoom link to adjuncts.			

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Time	Location	Organizer	Overview	Who Should Attend
9:00 –2:00 REACH Professional Development Day	WGTN Commons – all mentors on WGTN campus for day (no Zoom option)	Kayla Westra, Theresa Ireland, Dan Bernstrom	Professional Development Day for REACH faculty	College REACH mentors, high school faculty, deans
2:00 – 3:50 Nursing Pediatric Simulator Training & Faculty Meeting	WGTN Nursing Lab and Zoom https://minnstate.zoom.us/j/99897406615 Passcode: 919264	Dawn Gordon	Department meeting	All nursing faculty
Tasks during unscheduled time: class preparation, working with students, curriculum, program needs, space set up, lab set up, departmental items, etc.				

Friday, August 18, 2023   **Class preparations and meetings**

* If no Zoom link is listed, Zoom is not an option for that meeting.

Time	Zoom Link	Organizer	Overview	Who Should Attend
9:00 – 9:50 SEM updates	https://minnstate.zoom.us/j/98743250353 Passcode: 501833	Linda Pesch and Becky Weber	Review of strategic enrollment management plan	Faculty, staff, administration
10:00 – 11:30 Finance Committee / Equipment Technology Meeting	Committee will receive Zoom link in meeting announcement	Kent Dahlman and Diana Fliss	Discuss the process for the coming year for equipment and technology spending	Finance Committee Members
11:30 – 12:30	Lunch on your own			
12:30 to 1:20 AASC	Committee will receive Zoom link in meeting announcement	Art Brown, Rob Arp	Standing meeting	Deans, Division Chairs, members of AASC
Tasks during unscheduled time: class preparation, working with students, curriculum, program needs, space set up, lab set up, departmental items, etc.				

CTL Duty Week Survey 2023

Overview

Faculty arrived back to start the year on August 14, 2023. This week's schedule includes five administrative days and a full schedule of meetings and professional development to begin the year. Seventy-four (74) faculty, staff, and administrators met in Granite Falls on Wednesday, August 16. Seventy-five (75) concurrent enrollment instructors and college mentors for the REACH program met in Worthington on Thursday, August 17 (that feedback will be in a separate survey).

Based on feedback from 2022, meetings during this week were reduced by 33% (from 21 on the 2022 schedule to 14 on the 2023 schedule). These sessions have been moved to a lunch and learn format, with the first sessions being offered the week of August 21 (GradesFirst).

Forty-two (42) Minnesota West faculty, staff, and administration are asked to provide feedback on the week. That information is below.

1. Overall, the sessions during the week were informative and useful to my work.

More Details   💡 Insights

● Agree   37
● Disagree   5

2. Overall, the week was balanced in terms of meetings and work time.

More Details   💡 Insights

● Agree   25
● Neutral   8
● Disagree   9

3. The President's remarks and administrative update were informative. (Wednesday)

More Details

🔵 Yes	38
🟠 No	3
🟢 Didn't attend	1

4. The information on the PACE survey was informative. (Wednesday)

More Details   🔆 Insights

🔵 Yes	31
🟠 No	8
🟢 Didn't attend	3

5. The telework policy overview was helpful. (Monday)

More Details   Insights

● Agree	13
● Disagree	3
● Didn't attend	26

6. Having time for the division meeting was worthwhile. (Wednesday)

More Details   Insights

● Yes	28
● No	2
● Didn't attend	11
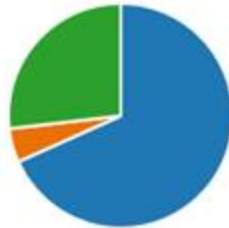
7. We often talk about the "one thing" that makes an event worthwhile. What was your one thing from Wednesday's CTL Day in Granite Falls? What was another thing from the rest of the week? Was there something you learned that will positively impact your work? You can offer as many learnings as you'd like!

More Details   Insights

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Responses

Latest Responses

"Appreciate session and discussion on ChatGPT and AI."

"being the "community's college""

"tax updates FBM Kent D presentation on monetary budget - well done"

- The division meeting

- D2L updates and the division meeting in-person. I thought having the safety meeting on zoom was great.

- It was good to see everybody back and preparing for the new semester.

- President Gaalswyk message made it worthwhile on Wednesday. Strategic Planning and the Pace survey were important.

- The meetings were informational. It is always good to see other members from the other colleges and departments.

- I like the President's comments and having time to work as a discipline.

- Seeing people in person and actually meeting some for the first time.

- Cabinet updates

- That AI is here to stay and we need to figure out how to incorporate it into our courses sooner than later.

- I really enjoyed having time to meet with our division in-person. In addition, the faculty-lead sessions were great. Ron's presentation was outstanding!

- The food!

- One thing from Wednesday was Anita Gaul's rubric for engagement - nice presentation with practical idea(s). I thought bookstore presentation was very helpful.

- I enjoyed the sabbatical research presentation from Mike Wesselink

- Arts comments

- Inclusive rubric - I already made a change to one of my course assignments based on the discussion that ensued in this meeting.

- It was nice to network with people and create new working relationships in person since I am new here.

- Division meeting was beneficial to have everyone on campus on that day to get together

- The information regarding how AI is going to eliminate online education was very important. Attention given to how we can stay ahead of the curve on this technology is paramount. The ideas given in the session on how to bandaid fix this for now was useful, but we need to drop everything and shift back to in-person

learning as soon as possible. Machine learning will radically change education in the next two years.

- Seeing the enthusiasm in all refuting instructors and the staff and administration.

- Having a sense of community and meeting up with everyone was uplifting.

- Its very hard for staff to attend these meeting while it is the busy season for them. Thank you for recording them.

- I always enjoy D2L updates. It would be nice to have a D2L "working time" with all of the D2L gurus right there to help as you need. I feel like the random meeting times during duty week really disrupt my work time. Consider having the meetings all front-loaded on Monday morning so the rest of the week can be used more productively.

- Being able to connect with the other faculty in my division to discuss common issues and brainstorm ways to fix them

- Lasagna and seeing friends from other campuses.

- tax updates FBM Kent D presentation on monetary budget - well done

- being the "community's college"

- Appreciate session and discussion on ChatGPT and AI.

8. As we begin planning for the coming year, which of these sessions from last week should we repeat as a CTL or informative session? You can choose more than one.

More Details

	Session	Count
🔵	D2L Tips and What's New	19
🟠	IT Training/Updates	18
🟢	Campus Academic Technology ...	12
🔴	Telework Policy Overview	4
🟣	Entire Faculty Meetings (with Dr....	24
🟤	College-wide Safety Meetings	7
🟣	REACH Mentor Meetings	6
⚫	Bookstore product overviews (Vi...	5
🟡	Strategic Enrollment Manageme...	6
🔵	Other	2
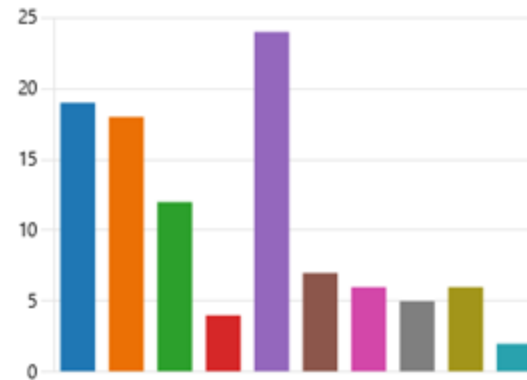
8. What other trainings would you like to see this coming year? (14 responses – 1 was blank)

- Effective teaching practices

- business office info on market place/PO's/expense reports

- AED and Narcan presentation

- Training about working with ESL students.

- Marketplace

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- We need sessions on improving teaching - notice above none of the items are directly related to teaching and learning. CTL should strive to improve teaching with at least a few presentations on assessment (incorporating formative assessment, writing better tests questions), active learning strategies, incorporating critical thinking. Mike and Anita did a really nice job with their presentations - we could use more like this.

- Could there be another How to be Antiracist book group? I missed the first one.

- Balancing work and life stress reducers something fun

- I always appreciate the opportunity and willingness of faculty peers to share their experiences. I usually come away with at least one take away to incorporate or think more about.

- Multi-Language Learner strategies AI evolution information Academic Rigor consistencies Communication Techniques Leadership Training DEI training

- None at this time. Thanks.

- Communication Decency. Professional email vs. unprofessional email.

- using teams D2L

- A practical approach to understanding the modern learner.

13. Any comments you'd like to share that weren't covered in the items above (13 comments)?

- need to have gluten free options for lunches for EVERY event that we host on campuses to be inclusive.

- Have more water available for the day. It's cheap! This was the BEST duty day in several years, everything was relevant. Keep the division meetings.

- It was a good Day!

- I appreciate all of the work it takes to plan duty week, but I wish we were given more time to prepare for our classes. Several of the sessions that were required for "all faculty" were only relevant for select groups of faculty. This is the only time that we are given to prepare for classes, so I wish we had more freedom to attend the meetings that we deem important for our work. It makes sense to require some meetings (like the sessions in Granite Falls), but not others. For example, Vital Source is not relevant for many of our classes. It's nice to learn about textbook options, but I wish we had been given the option to opt out of this meeting. It felt a little bit like a sales pitch to me. I was very concerned about a comment that Royce made during the safety meeting. He noted that those of us who did not complete the safety survey "told on ourselves" because he could use the demographic questions to figure out who had and had not completed the survey. This statement erodes trust. We are told these surveys are anonymous and I have never doubted that until now. This is very concerning, especially on the heels of the PACE survey. I think a link should have been provided for the shared governance meeting. Technically, all interested parties are permitted to quietly observe these meetings, so all faculty should have had the ability to do so. Now that I've bitched and moaned, let me reiterate that several sessions WERE useful. For example, I loved learning about what folks like Ron and Mike did during their sabbaticals. The work that Ron is doing to improve training for law enforcement is so important. In addition, Gillian and Justin provided important information and discussion about AI. Anita, Kent, and Heidi offered excellent suggestions for making our classrooms more

equitable. The CATT team also did a nice job keeping us up-to-date about D2L and other IT issues. As always, Elias provided a great refresher about Zoom rooms. Finally, I appreciated the time and opportunity to meeting with our divisions and fellow MSCF members in-person. Thank you!

- Looks good, Thanks!

- I think the week penalizes faculty that are actively engaged in that they have meetings each day. I don't think REACH needs to meet to talk about the REACH meeting. If we truly have an all campus day, create opportunities for all presentations such as marketing, bookstore, faculty only meeting instead of spreading these throughout all the days.

- n/a

- While I appreciate the time and effort that it takes to plan many of these events, I felt much of the week was time that would have been better spent preparing for my classes. Please, please, please give us more course preparation time for the upcoming semester. For instance, we were only given 2.5 hours on Monday; Tuesday 1.5; Wednesday: 0; Thursday: 3; Friday: 3.5 (depending on committee involvement). This left a total of 10.5 hours for the entire week for faculty to prepare for classes. This is not enough time to thoughtfully prepare for an upcoming semester -- especially when many of us modify our curriculum each year to reflect an ever-changing environment (e.g. AI). It is unfair to our students when faculty are not given an appropriate amount of time to work on courses, and it is unfair to expect faculty to do this on their personal time (and that begins to feel, even if unintentional, like the expectation when we lose more and more preparation time each year). It's also important to ensure that people's most basic needs -- such as lunch -- are met, especially when they are required to drive to another location for a full day of events. There were several people with dietary restrictions who were unable to eat the lunch provided on Wednesday. While this was likely an oversight,

please keep in mind that can be hard to feel like a valued member of the college community when one of your most basic needs is overlooked.

• The disrespect shown to employees continues to be a problem: lack of time to prepare syllabi and online courses; lack of appropriate food items for all employees/students; micro aggression shown to under-represented groups by employees; the use of Styrofoam; the overall lack of accountability for employees; favoritism shown to certain employees; no professional analysis of data. Duty week is always traumatic and people do not participate because of the work place climate. The PACE survey was a step in the right direction, but will it mean anything?

• I have enjoyed attending and presenting at these get togethers for 20 years. Thanks for all that you do. :-)

• On the CTL day we could have a south campus and a north campus that are gathering locations. 4 hours of drive time during an incredibly busy week is too much to ask, especially when all topics could have been easily Zoomed.

• Provide time and place for faculty in similar fields or roles to connect (ie coffee with faculty who've been here 5 years or less, faculty gathering in a lab or classroom of related-fields to talk through what's working and not working in their teaching, etc.)

• It is always nice to connect with the president and provost.

CTL Meeting Notes

9/6/2023

- Review of last year's activities

- Review of survey results

- Focus for year - ideas

- Brainstorming on sessions for the upcoming year

- Book clubs – books, leaders

Feedback from attendees – duty week survey data:

- I liked the division meeting on the Wednesday. It is nice to see people in person that may be on a different campus.

- AI is a great tool for rubrics for assignments, just saying.

- D2L idea: I would love to see how other instructors set up their D2L courses.

- repeat sabbatical presentations

- Perhaps front load, or half day with meetings

- Ideas - speed sessions/20 minute sessions

- how do we get more faculty presenters?

- more movement and activity

- discipline specific discussions

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- more on teaching methods

- possibly move administrative remarks to a different time

Ideas for teaching and learning sessions

- Process for curriculum development

- article discussion - pick an article - have an open guided discussion

- Course design

- Alignment of activities and objectives

- How do we use the tool (D2L) for alignment

- Cell phone article discussion - Dan Bernstrom and other REACH instructors lead

- Best practices for online learning, managing classrooms, rubrics, identifying at risk students, addressing diversity in our classes. These could be ideas for those readings.

- Kaltura Media space sessions, media library

- Using OpenDora

- Open Ed Resources (OERs)

- Using video software (movavi) to make lectures more fun with music and graphics. This is what I do with some of my recorded lectures.

- Marketing

- Megan - can do Naloxone training

Book club ideas

- *The Missing Course* by David Gooblar (Heidi Tarus will lead in spring)

- *Strategic Teacher*

- Video group/TED talks

- FYP = Follow You Page

- Request to repeat *How to Be an Anti-Racist*

Call for CTL leaders - I will send out email as well - let me know if you would like to be a leader.

Confirmed so far:

- Kent Dahlman

- Heidi Tarus

- Carolyn Weber

- Sara Abrahamson

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Date	Session	Time	Speaker	Zoom link	Attendees (if known)
8/22, 8/23, 8/24/2023	GradesFirst campaigns	12-12:50	Michael Van Keulen		8/22 - 17
9/7/2023	CTL Kickoff	noon	Kayla and Art		11
9/13/2023	Business Office – Expense Reports, Marketplace, Etc.	12-12:50	Kayla Richter, Heather Kockelman, et al	Join Zoom Meeting https://minnstate.zoom.us/j/94355351033 Meeting ID: 943 5535 1033 Passcode: 009463	17
9/21/2023	Survey results: CTL, Admin Day, REACH, New faculty training – Kayla Westra	12: -12:50	Kayla Westra	https://minnstate.zoom.us/j/91807054555	18
9/27/2023	Using D2L: Release Conditions, Announcements, Replacement Strings and more	12:00-12:50	Carolyn Weber	https://minnstate.zoom.us/j/94132281364	10
10/3/2023	Strategic Planning Leadership Team: Surveys	12-1	DEI survey and plan	https://minnstate.zoom.us/j/93960586293	18
10/5/23	Intro to Assessment and Accreditation	12-1	Beth VO	https://minnstate.zoom.us/j/95703252989 Passcode 439197	17

10/6/2023	Mike Wesselink – what I did on my sabbatical	1-1:50	Mike Wesselink	https://minnstate.zoom.us/j/92081025034 Passcode 098773	17
10/11/23	Strategic Planning Leadership Team: Equity scorecard SEM Plan	12-12:45	Abdullahi Rebecca and Linda Art	https://minnstate.zoom.us/j/96825585697 passcode: 222600	
10/17/23	Strategic Planning Leadership Team: Regional forecast data – DEED	12 – 12:45	DEED, Luke Greiner, Art	https://minnstate.zoom.us/j/94698110728 passcode 371658	
10/27/23	Strategic Planning Leadership Team: PACE Survey	12-12:45	Katie and Art	Paula sent out the Zoom invite.	
10/31/23	SEM Plan	12-12:45	Rebecca and Linda	https://minnstate.zoom.us/j/95397422763	26
11/1/2023	AI and impacts to faculty and students	12-12:50	Stephen Kelley, SO	https://minnstate.zoom.us/j/99833961358	On calendar
11/8/2023	D2L Updates: Quizzing, Assignments, Discussions	12-12:50	Carolyn Weber	https://minnstate.zoom.us/j/94132281364	9

11/15/2023	Sabbatical discussion	12-12:50	Ron Schwint	Join Zoom Meeting https://minnstate.zoom.us/j/94740297731 Meeting ID: 947 4029 7731	21
12/6/2023	Updated curriculum forms: tutorial on how to use these for course changes, new courses, program modifications, etc.	12-12:50	Paula Paplow	https://minnstate.zoom.us/j/94801374737	15
Spring Semester					
1/24/2024	Showcase EAB navigate to faculty	12-12:50	Michael Van Keulen	Zoom to come	

Others to get scheduled:

LDA – Katie Heronimus – why do LDA and what is the impact –need to get scheduled in spring early

Theresa and Katie – are preparing something on FERPA and working with students – need to get a date

Duty week – can we better clarify what's optional and what is required

- Note: With the transition of deans during spring semester, CTL events were not happening as regularly as they traditionally have been at Minnesota West. We are working on restructuring our CTL programming and will revitalize the programming in the fall of 2024.

CTL Led Book Club:

Heidi Tarus - Spring 2024

Email sent to all on 11/15/2023

Email resent 11/28/2023

Per Heidi on 11/28 - 11 signed up so far. Heidi is ordering the books.

"The Missing Course: Everything They Never Taught you About College Teaching" by David Gooblar is a book for college professors on best practices in teaching. Gooblar is best known as the author of the *Chronicle of Higher Education'*s "Pedagogy Unbound" column. In this book, published in 2019, Gooblar explains everything you need to know to be a successful college instructor.

Heidi Tarus is planning to do a book club for Spring 2023 based on "The Missing Course". The book contains 8 chapters with the plan to cover 2 chapters per meeting. The meeting will start around week 4 or 5 of the Spring semester with meetings every other week. Discussion guides will be provided to all participants.

Meeting dates and times will be set in collaboration will all interested individuals at the beginning of the Spring 2024 semester.

If you have an interest in this book club, please complete this short survey: https://forms.office.com/r/SJDXQVsChx

Duty Day
Friday, January 5, 2024
8:00 a.m. to 4:00 p.m.

***Faculty are expected to be on their home campuses for the entire day. ***
Faculty are expected to be present at the CTL sessions. All members of the college community invited to participate.

8:30 Breakfast

Zoom for sessions: https://minnstate.zoom.us/j/98556218761
Passcode: 255850

9:00 – 9:10: Welcome back, Dr. Gaalswyk and Dr. Brown

9:10 – 10:40   CTL Event: Teaching and Learning: Engaging Your Students

 Facilitators: Zala Fashant and Karen LaPlant, Innovation Synergy

Engaging Your Students
Session 1: 9:00-10:30 AM

This session will provide three topics for learning. The first will focus on designing courses to provide the best learning for introverts, extraverts, and ambiverts. This has been a very popular presentation at national conferences. Many faculty and instructional designers have had "aha" moments participating in this presentation. Faculty will have time to analyze their courses for a breadth of learning for all.

The second topic focuses on evaluative triangulation. This is an examination of learning activities and assessments to choose multiple means to assess outcomes to provide a broader and truer measurement of student achievement.

The final topic will focus on communicating learning through feedback, notifications, and badges within D2L Brightspace. Communication is the key to engaging students and retaining them so they aren't learning in isolation.

Outcomes
We hope that by the end of the presentation you will be able to:
- Discover the strategies of designing courses for introverts, extraverts, and ambiverts.
- Analyze the ways courses can provide evaluative triangulation for course learning activities and assessments.
- Examine strategies for increasing student learning support through communication.
- Integrate badges as benchmarks for learning.

Topics
- Inclusivity: Designing for All (Introverts and Extraverts) (30 minutes)
- Triangulating Course Learning Activities and Assessments (30 minutes)
- Communication (IA) – Communication Tip: Using the Brightspace Intelligent Agents (30 minutes)

1:00 – 2:00   CTL Event: Using AI Tools for Good

Facilitators: Zala Fashant and Karen LaPlant, Innovation Synergy

Using AI Tools for Good!
Session 2: 1:00-2:00 PM

AI tools have changed the world of learning. How will faculty, designers, and institutions prepare to adapt to the changes that are centered more on learners? Join us for the ways to use artificial intelligence (AI) to demonstrate learning and assess the achievement of outcomes. How can AI be used as an opportunity to increase student performance? *Courses will need to be redesigned to consider the changes in pedagogy and access to delivery that the future of learning requires.* With the advancements in AI tools such as ChatGPT, pedagogical challenges have increased. This session will provide solutions for participants to discuss the value AI tools can bring to student learning. Presenters will help participants focus on the benefits and challenges in using these tools to help teaching and learning.

Outcomes
We hope that by the end of the presentation you will be able to:
- Discuss the ethical concerns with using AI Tools in teaching and learning.
- Discover ways to create rubrics, directions, assessments, and learning activities.
- Create teaching and learning strategies for courses.
- Discuss the use of AI Tools to help with student feedback, tutoring, and language translation.
- Develop course badges to show learning progress.

CTL Day-Worthington Campus

Friday, May 3, 2024

8:00 a.m. to 4:00 p.m.

71 faculty members attended the college wide CTL event in Worthington. Staff were encouraged to attend the sessions that were offered via Zoom.

"Believe you can and you're halfway there." — [Theodore Roosevelt](#)

Full-time faculty are expected to be on campus for the day. Staff are encouraged to attend the sessions. We will be in the commons area for the morning sessions.

Schedule

8:00-8:30   Breakfast (provided)

8:30-9:00:   Welcome/college updates Dr. Terry Gaalswyk and Dr. Arthur Brown

9:00-10:30:   Introduction of the SPLT team and unveiling of the plan:

Please click the link below to join the webinar:

https://minnstate.zoom.us/j/92211559644

Passcode: 767080

10:30-10:40   Break

shutterstock.com · 2037982379

See below for schedule and Zoom links. Zoom links are the same for both the morning and afternoon sessions.

Time	Option 1 *(only available in the morning)*	Option 2	Option 3	Option 4	Option 5
10:40-11:20	Zoom Phone training/Setting up a Safe Zoom Presenter: Elias Gomez **Room: 215** https://minnstate.zoom.us/j/99109491929 Meeting ID: 991 0949 1929 Passcode: 737333	Solar Eclipse Presenter: Dr. Paul Seifert **Room: 113** https://minnstate.zoom.us/j/96515182799 Meeting ID: 965 1518 2799 Passcode: 640617	Assessment of Student Learning: Purpose and practice Presenter: Beth Van Orman **Room: 116** https://minnstate.zoom.us/j/93270816522 Meeting ID: 932 7081 6522 Passcode: 958769	Bookstore Updates Presenter: Amy Burdick **Room: 211** https://minnstate.zoom.us/j/97568313435 Meeting ID: 975 6831 3435 Passcode: 617235	SEM – Marketing – Enrollment Updates: Where have we been, what have we done, where are we going? Presenters: Linda Pesch & Rebecca Weber **Room: 213** https://minnstate.zoom.us/j/94016499232 Meeting ID: 940 1649 9232 Passcode: 299885

11:25-11:45:   Let's Play, 21 (what excites you most about Minnesota West's new strategic plan?)- Gym

11:45-12:45   Lunch (Commons, Taco Bar, gluten free shells will be available)/Employee Recognition

12:50-1:30   Breakout sessions (repeated). <mark>Same Zoom links as above for each session.</mark>

Time	Option 1	Option 2	Option 3	Option 4	Option 5
12:50-1:30	Solar Eclipse Presenter: Dr. Paul Seifert **Room: 113**	Assessment of Student Learning: Benchmarking Learning Outcomes Presenter: Beth Van Orman **Room: 116**	Bookstore Updates Presenter: Amy Burdick **Room: 211**	SEM – Marketing – Enrollment Updates: Where have we been, what have we done, where are we going? Presenters: Linda Pesch & Rebecca Weber **Room: 213**	Management Livestock Insurance Programs: FBM **Room: 215** https://minnstate.zoom.us/j/96797036667 Meeting ID: 967 9703 6667 Passcode: 063899

1:30-2:30:   AASC meeting, **Room 213**

Join Zoom Meeting
https://minnstate.zoom.us/j/98961163771

Meeting ID: 989 6116 3771
Passcode: AASC

2:30-3:30: MSCF meeting**, Theater**

1:30-4:00 **Division Meetings/work time (division chairs are responsible for setting this up)**

A special thanks to all of our presenters and for those who played a role in making this day happen. Thank you!!!

Note: A survey will be sent out for feedback regarding your experiences with the spring 2024 CTL day. Thanks for the work you do serving our students. Have a great summer!

Survey Results:

1.
Overall, the sessions during the CTL day were informative and useful to my work?

 Agree 43

 Disagree 8
2.
The day was good balance of meetings and learning sessions?

 Agree 34

 Disagree 4

 Neutral 13
3.
The President's remarks and administrative update were informative?

 Yes 43

 No 7

 Didn't attend 1
4.
The information on the Strategic Plan was informative and helpful?

 Yes 42

 No 9

 I didn't attend 0

5.

Having time to meet as a division was useful during this CTL day?

Yes 25

No 3

Didn't attend 21

6.

We often think about "one thing" that makes an event worthwhile. What was your one thing from the Spring 2024 CTL day?

35
Responses
Latest Responses
"Hearing that we are hiring a data person!"
"Gathering with colleagues "

7 respondents (**20%**) answered **Strategic Plan** for this question.

Word cloud visualization of responses for this question, navigate with right or left arrow key. Press enter/space to get Thumbs up tooltip and then navigate using shift-tab key to access it.

7.

As we continue for CTL planning for the coming year, which of these sessions should we offer at CTL? You may choose more than one.

D2L tips and tricks 21

IT trainings/updates 24

Campus Academic Technology 11

Entire faculty meetings with the Provost 14

College wide safety meetings 5

REACH mentor meetings 4

Bookstore updates 8

Assessment 15

Recruitment 16

Open education resources 11

Teaching strategies 20

Other 10

8.
What other trainings would you like to see in the coming year that you would find valuable to the work you do?
25
Responses
Latest Responses
"How to combat AI MLL strategies Liberal Arts advancement "
"Work place training"
"How to be effective teacher"
4 respondents (**16**%) answered **student** for this question.
Word cloud visualization of responses for this question, navigate with right or left arrow key. Press enter/space to get Thumbs up tooltip and then navigate using shift-tab key to access it.
9.
I am

Faculty 39

Staff 9

Administration 1

Other 1

10.
Any other comments you would like to share that weren't covered in the items above regarding CTL events and planning?
26
Responses
Latest Responses
"I encourage us to determine what the purpose and goal of a CTL day is. Is it to hear about projects and research faculty are doing? Is it to train eve"
"The Zoom connection was horrible as you couldn't hear the presenters at all."
"None"
7 respondents (**27**%) answered **time** for this question.

Word cloud visualization of responses for this question, navigate with right or left arrow key. Press enter/space to get Thumbs up tooltip and then navigate using shift-tab key to access it.

ADMIN Duty Day
Thursday, May 9, 2024
8:00 a.m. to 4:00 p.m.

- Note: 79 faculty and staff attended the training on "Addressing Islamophobia and Religion Accommodation" provide by CAIR, the Council on Islamic Relations either in person or via Zoom.

Faculty are expected to be on campus for the day (if not on campus/complete site visits for REACH). If planning to take a personal leave day, please put that into the system as soon as practical.

Expectations for May 9 are as follows:

- Assessment Day- The day is devoted to course assessment. Thursday's Duty Day should be used to complete Fall 2023 and Spring 2024 assessments for HLC. Faculty should complete course, program, and cocurricular assessments. Please reach out to your Dean with any questions regarding submission status or process.
- Complete high school visits (REACH instructors).
- Meet with any scheduled committees (emails for committee meetings will be sent separately if needed).
- Be available to advise students.
- Work on ELM training/videos (system-wide trainings) – these are due June 30, 2024.

Schedule

Worthington HS is hosting its second year for the "Future Teacher Signing" on May 9th at 7:30 am.

8:00-8:30: Breakfast (on each campus)

8:30-9:00: Welcome/Assessment: Dr. Arthur Brown and Beth Van Orman- Important Information will be shared at this time

Join Zoom Meeting
https://minnstate.zoom.us/j/98165928988

Meeting ID: 981 6592 8988
Passcode: 681994

9:00-9:50: Work time

10:00-11:30: **Topic:** Addressing Islamophobia and Religious Accommodation (Zoom link is provided). Presentation is live in Worthington in the commons area

Topic: Addressing Islamophobia and Religious Accommodation
Please click the link below to join the webinar:
https://minnstate.zoom.us/j/95469671135 **Passcode: 401658**
11:30-12:30: (lunch on your own)

12:30-4:00: Continue to work on assessments, grading, class preparations for summer
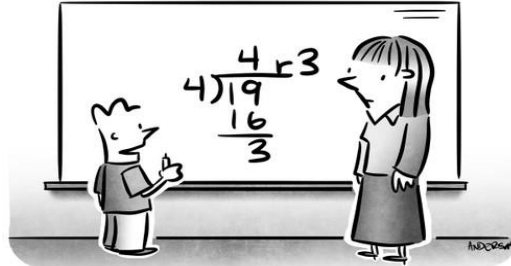
Important Reminders: Export your classes and your final grades for all of your classes, update your voicemail and email if you are taking time off over the summer. Also, have your course schedules/updates turned in to Paula Paplow.

Please see schedule for opportunities for professional development over the summer offered through the Minnesota State Network for Educational Development:
https://mnscu.sharepoint.com/:b:/r/teams/SO-ENTPR-NED-Team/Shared%20Documents/Faculty%20Developers%20Network/Promotional%20Materials/2024-summer-ned-opportunities.pdf?csf=1&web=1&e=9caPDO

WWW.ANDERTOONS.COM

"So there's a little leftover? Great! I can use that in some other math later in the week."

Have a great summer! See you in the fall!

LEARN WITH
PURPOSE

Survey Results

Results Summary
1.
Overall, the session, "Addressing Islamophobia and Religious Accommodation," during the spring 2024 ADMIN day was informative and useful to my work?

 Agree 14

 Disagree 4
2.
The day was good balance of meetings and time to work on assessments
?

 Agree 13

 Disagree 3

 Neutral 2

3.

The Provost's remarks and assessment
 update were informative?

 Yes 16

 No 1

 Didn't attend 1

4.

We often think about "one thing" that makes an event worthwhile. What was your one thing from the Spring 2024 ADMIN day?

15

Responses

Latest Responses

"Teaching tips for Muslim students"

"Didn't realize MN was one of the largest states with Islamic people in it. "

"Wraping up grading and instructor duties."

4 respondents (**27%**) answered **Time** for this question.

Word cloud visualization of responses for this question, navigate with right or left arrow key. Press enter/space to get Thumbs up tooltip and then navigate using shift-tab key to access it.

5.

What other ideas do you have for future ADMIN days at Minnesota West?

11

Responses

Latest Responses

"??? "

"no advise"

2 respondents (**18%**) answered **none** for this question.

Word cloud visualization of responses for this question, navigate with right or left arrow key. Press enter/space to get Thumbs up tooltip and then navigate using shift-tab key to access it.

6.

I am

 Faculty 17

Staff 1

Administration 0

Other 0

<mark>CLT restructuring ideas moving forward:</mark>

Center for Teaching and Learning (CTL): This is also an important part of the work we do at Minnesota West Community & Technical College. Having an active and robust CTL is vital in order to offer trainings and professional development opportunities for our faculty and staff both for liberal arts and technical college faculty. Traditionally we have been offering a lot of opportunities for CTL events but I think we need to look at our current model and revise how often we offer these. Again, I am encouraging us to have a faculty lead/leader(s) as our CTL go to people, this should be faculty driven with administrative support. Again, I think 3 credits/semester is adequate for this role. We may want to consider faculty applying for this position as well.
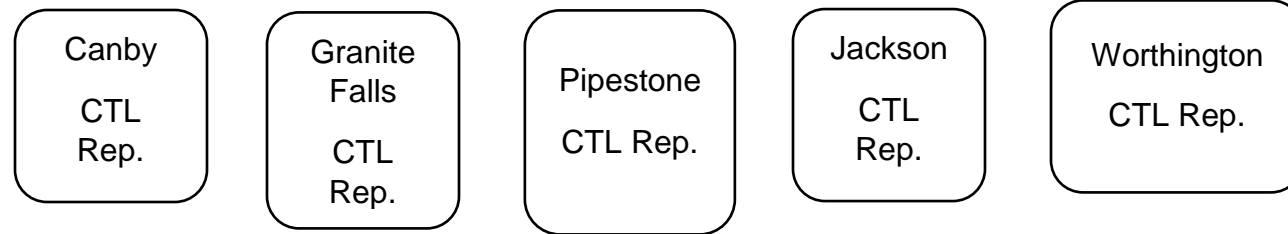
The goals for our CTL at Minnesota West Community & Technical College should be to:

- *Offer and communicate professional development opportunities that support the vision, mission, and values statement of Minnesota West Community and Technical College.*
- *Grow as educators in ways that allow us to be instructors that foster our students to be life-long learners.*
- *Create opportunities to learn teaching strategies that foster diversity and inclusion, innovation, and student success.*
- *Develop a CTL program that supports an environment of continuous learning and a transformative educational experience for faculty to broaden their teaching abilities and for staff development as well.*

Historically, each campus has had a CTL Leader to assist in offering faculty-led programming for personal and professional growth of the faculty. Although, this model does work, I think it is important to have a college-wide CTL team as well. Preferably one that includes a faculty from liberal arts and our technical programs. The leaders would earn 3 credits/semester. The CTL representative on each campus, $500/semester. They would work closely with the CTL college-wide leaders to bring campus specific trainings to each campus. The leaders would also be responsible for planning and organizing college-wide CTL activities for personal and professional growth at college-wide events.

Center for Teaching and Learning (CTL) College wide leader(s)

| Canby CTL Rep. | Granite Falls CTL Rep. | Pipestone CTL Rep. | Jackson CTL Rep. | Worthington CTL Rep. |

Duties of the CTL leader(s):

- Call meetings of CTL team to plan and organize professional development opportunities (including representatives from each campus)
- Offer trainings to college team and faculty (at duty days in fall and spring)
- Assist with planning of professional development opportunities on each campus through each semester
- Communicate those trainings to the college community
- Work with Leadership team to come up with ideas for potential training opportunities and from feedback provided by faculty and staff
- Document the training sessions by sending out surveys for feedback
- Collaboratively work on the CTL annual report of professional development opportunities

We will regroup with CTL programming in the fall of 2024.

Respectfully submitted,

Kent Dahlman
Interim Dean of Liberal Arts and K-12 Partnerships

Below are courses/trainings available by Minnesota State Network for Educational Development for the summer 2024.

MINNESOTA STATE
Network for Educational Development

2024 Summer

Guides for the Educational Journey

The NED is offering free educational development opportunities tailored to support Minnesota State faculty.

DATES	SHORT COURSES	THEME
5/28 - 6/16	Grade Smarter Not Harder	Foundations
5/29 - 6/16	Applying Templates in D2L Brightspace	Academic Technologies
6/2 - 6/23	Classroom Inquiry and IRB	SoTL
6/10 - 6/30	Culturally Responsive Pedagogy	Academic Equity
6/10 - 6/30	Teaching with Video Technologies	Academic Technologies
7/8 - 8/4	Equity 101	Academic Equity
7/8 - 8/4	NED Partnership Workshop: Quality Matters	Foundations
7/8 - 8/4	NED Partnership Workshop: Online Learning Consortium	Foundations
7/15 - 8/4	Disability Justice II	Accessibility
7/22 - 8/11	Equity and Technology	Academic Equity

DATES	LONG COURSES	THEME
6/3 - 8/4	Foundations of Teaching Online: Faculty	Foundations
6/3 - 8/4	Foundations of Teaching Online: Deans	Foundations

DATES	FACULTY LEARNING COMMUNITIES	THEME
5/8 - 6/16 Apply by 4/5	OER Learning Circles / OER Learning Circle Leaders	OER

NED Resource Site	Calendar	NED Course Catalog