

# Faculty Development Learning Excellence Team Meeting Minutes

Friday, April 20, 2012  
12:30 pm - 2:00 pm APC 160

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**Co-Leaders:** Renee Tonioni, Dean for Distance Learning and Instructional Technology  
Diana Fortier, Professor of Economics/Business & CTLT Faculty Liaison

**Facilitator:** Christine Corrigan, CTLT Manager  
**Guests:** none

**Members in Attendance:** \*See below

**Handouts:** Feb. 3, 2012 meeting minutes and current meeting agenda

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**Agenda Item:** Lunch and Introductions and Review of Minutes by Diana Fortier

**Discussion and Result:** Diana opened the meeting and welcomed members and distributed the minutes from the last meeting and provided the current meeting's agenda.

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**Agenda Item:** Plan CTLT Catalog by Christine Corrigan

**Discussion and Result:** Members reviewed the past year's CTLT catalog and discussed recommended changes in delivery mode particularly across all 4 campuses with the use of technology. The CTLT was commended for their increased presence at the Aurora Campus. It was suggested to post ahead of time the CTLT schedule of courses and offer 'open' or one-on-one time with CTLT staff when they visit the satellite campuses. Although the majority of CTLT faculty focused sessions are offered in the afternoons, it was suggested to evaluate the timing of event scheduling to avoid heavy morning teaching hours and to try an early morning time of 8 am. It was suggested to add clarifying details such as room location with the registration email confirmation and reminders. The FDLET members then provided written submissions of proposed topics for the next academic year and suggested best time of semester for those offerings. These will be reviewed by the CTLT for incorporation into CTLT offerings for next year.

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**Agenda Item:** Discuss Orientation Recommendations by Diana Fortier

**Discussion and Result:** The suggestions from Faculty Council and FDLET and other faculty that were presented at the prior FDLET meeting were briefly reviewed, prioritized and categorized into 3 main categories: Learning, Collaboration and Service. (See Feb. meeting minutes and notes for more details of the suggestions.) It was noted some recommendations have been implemented such as large room roaming format for a concurrent session with continuous food availability. It was noted that potential major structural changes, such as Thursday late start or Friday service day may be longer term changes that would need administrative approval but it was agreed to pursue for upcoming orientations the possibility of adding a faculty office time for a student 'meet and greet faculty' time. Changes such as session topic focus to more motivational sessions, pedagogical themes or academic discussions were more feasible short term changes as well.

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**Agenda Item:** Discuss Leadership Academy Update Recommendations by Renee

**Discussion and Result:** Renee shared the status of the Leadership Academy in that all 5 Tier I workshops have been developed and all are scheduled to run between March and July 2012. All workshops offered in March (Leadership Styles) and April (Human Relations) have filled with waiting lists and have been positively received. Tier II will be developed with a plan to begin Spring 2013 semester. Many faculty were very involved in content development and as facilitators of the Tier I workshops. However, representation by faculty as participants has been low. The team discussed how to get faculty involved. One suggestion was simply better marketing in that many faculty did not really know what it was about and how it applied to them. For example, relating leadership to their classroom roles and viewing leadership as being a role model or mentoring. It was suggested to market it and explain it at fall orientation. It was also noted that it would be helpful if there was course or sabbatical credit related to completion of the L.A. Faculty were invited to share their interest in being involved with the L.A. Tier I facilitation or share connections and ideas for Tier II. Several people expressed their ideas for Tier III projects.

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**NEXT Meeting:** Fall Semester 2012 date and time TBD.

**Members in attendance:**

Renee Tonioni	Ne'Keisha Stepney	Michelle Lindquist
Diana Fortier	Lynne Krantz	Sandy Boyd
Janet Gaff	Christine Corrigan	Linda O'Connell-Knuth
Pat deBoom	Tim Moriarty	JoLynn Sedgwick