

FACULTY DEVELOPMENT LEARNING EXCELLENCE TEAM AGENDA

APC 160

Co-leaders:	Renee Tonioni, Dean for Distance Learning and Instructional Technology and Diana Fortier, Associate Professor of Economics & Faculty Liaison
Facilitator:	Christine Meyer, CTLT Manager
Guests:	Todd Laufenberg, Assistant Professor of English

AGENDA ITEMS

Topic	Presenter	Time allotted
Lunch and Introductions		
<ul style="list-style-type: none"> o Welcome o Distribute meeting agenda o Distribute minutes from last meeting 	Diana	15 min
Plagiarism		
<ul style="list-style-type: none"> o Status update 	Todd	20 min
Communication Update		
<ul style="list-style-type: none"> o ETAG: Employee Training and Development Offerings o mycourses 	Diana/Renee	5 min
Faculty and Adjunct Orientation Subcommittee Report		
<ul style="list-style-type: none"> o Discuss subcommittee recommendations o Share upcoming orientation format 	Renee/Christine	5 min
Plan CTLT Catalog		
<ul style="list-style-type: none"> o Brainstorm workshop topics o Discuss timing of events o Discuss mode of delivery 	Christine	40 min
Wrap up	Diana	5 min

OTHER INFORMATION

Resources: Meeting Minute for 2/4/11, & *Employee Training and Development Offerings* catalog.

Special Notes: Next Faculty Develop LET Meeting TBA.