

Faculty Development Learning Excellence Team Meeting Minutes

September 10, 2005

12:00 pm

Dickson Center
Board Room

Co-leaders: Dr. Karen Stewart & Amy Del Medico

Facilitator: Maribeth Brown

Attendees: Renee Tonioni, John Reese, Adam Burke, Stacey Randall, Karen Baston, Barb Gore, Todd Laufenberg, Cindy Fisher, Martine Stuckey, Jon Warfel

Minutes

Agenda item: Recap of goals & mission, review progress of the team **Presenter:** Dr. Karen Stewart

Discussion: Reviewed Learning First! Progress report from Spring of 2005, NFLA, Curriculum, Plagiarism, Adjuncts

Dr. Karen Stewart distributed copies of the FDLET's progress report submitted June 30, 2005 and reviewed the recommendations written in the report. Amy Del Medico presented the progress and status of the New Faculty Learning Academy. Stacey Randall distributed copies of "TOP Teaching Series" and discussed the curriculum she has developed and will be delivering this year in the CTLT. Amy Del Medico reminded the Team of the discussion that took place at the last FDLET meeting in April with regard to Plagiarism prevention and detection. Renee Tonioni discussed the current status of the annual adjunct event and the coordination with Terri Samuelson and the Learning Enhancement Center's adjunct event.

Action items

- ✓ Create Plagiarism Learning Action Team
- ✓ Create Adjunct Faculty Learning Action Team

Person responsible

Adam Burke & Todd Laufenberg
Martine Stuckey & John Reese

Agenda item: Breakout sessions **Presenter:** Amy Del Medico

Discussion: Brainstorm issues to be addressed by each LAT

Agenda item: Synthesis **Presenter:** Renee Tonioni & Amy Del Medico

Discussion: Brought Team together as a whole and shared ideas from breakout session

See attached sheet for lists of ideas.

Conclusions: Each LAT will receive a copy of ideas from the synthesis to use as a starting point

Action items

- ✓ Plagiarism LAT meet to discuss ideas, actions and recommendations for next meeting of FDLET
- ✓ Adjunct LAT meet to discuss ideas, actions and recommendations for next meeting of FDLET

Person responsible

Adam Burke & Todd Laufenberg
Martine Stuckey & John Reese

Agenda item: Questions & Other Ideas **Presenter:** Amy Del Medico

Discussion:

Martine Stuckey asked about progress being made regarding using MAC's and opening email attachments. Renee said she thought it was fixed, but would look into it. "Community Outreach" to faculty at the other campuses was brought up by John Reese. Martine introduced the topic of allowing Adjuncts to be reimbursed for WCC courses the same way F/T faculty are reimbursed. Barb Gore inquired about the following technology topics: blogs, what students are using, the most up-to-date technology. Renee and Adam informed Barb that there was an upcoming session in the CTLT that covers blogs. Amy announced that a session centered on current technology available to faculty would be offered through the CTLT in the spring.

Conclusions: These topics would be considered by the CTLT or brought back as a future topic for the FDLET

Other Information

Special notes: Next meeting of the FDLET is Friday, December 9, 2005 at 12:00 pm in COL227.

Adjunct Faculty Breakout & Synthesis

- Innovation in Learning Grant: make available to adjunct instructors.
- MAC training & discipline specific training.
- CTLT catalog: make it very clear sessions are open to Adjuncts, include statements clarifying what the CTLT is and does.
- Hang CTLT posters with names, faces, contact info, upcoming events in places where adjuncts congregate; adjunct offices in BDE and COL, chemical stockroom, etc.
- Consider the time constraints adjunct are under.
- Work with Cindy Fisher to reach more adjunct faculty.
- Consider the cost (gas, childcare, etc.) for adjuncts to attend professional development.
- Training for adjuncts to properly use and care for equipment, e.g. chemistry lab equipment.
- Encourage full-time faculty to attend the dinner at the adjunct orientation each semester.
- Look into opening WCC classes to adjunct faculty – same as for full-time faculty (reimbursement for C or better).
- Support Learning Enhancement in their adjunct faculty event.

Plagiarism Breakout & Synthesis

- Determine if we should pursue a service or software to detect plagiarism.
- Create assignments that do not easily support plagiarism.
- Library could meet with instructors to discuss different types/forms of plagiarism.
- Create videos
 - Student geared
 - Instructor geared
 - Have available in a variety of locations
 - Should be part of sanctions from Student Conduct Board
 - Convert to a PowerPoint or slide show for the web.
- Prevention & Education: geared for different disciplines, instructors and students.
- Plagiarism help-line.
- Sign-off on “Not violating copyright”.
- Survey needs of instructors and students.