

Faculty Development Learning Excellence Team Meeting Minutes

September 22, 2006

12:30 pm

Collins 227

Co-leaders: Renee Tonioni, TLT Manager & Amy Del Medico, Faculty Liaison

Facilitator: Maribeth Brown, Mathematics Instructor

Attendees: Jane Regnier, Adam Burke, Keith Bickley, Jane Thompson, Allison Reicle, Josh Mattern

Minutes

Agenda item: Lunch, Introductions and Update **Presenter:** Renee & Amy

Discussion: New CTLT Feedback Forms and NFLA

Renee distributed copies of the new CTLT Training Feedback Form and explained that the forms could be filled out at the end of the training session or could be accessed and filled out online through the CTLT Web page and then emailed or sent through campus mail to the CTLT secretary. Renee also announced the date of the CTLT open house on October 4th and invited all the team members to attend. Amy told the team that the recommendations from the FDLET had been sent to Dr. Karen Stewart as the next step in the process of implementation. She is waiting to hear back from Dr. Stewart.

Agenda item: Banner, Luminis and WebCT **Presenter:** Jane Regnier, Renee Tonioni & Amy Del Medico

Discussion: Update and direction of the Banner implementation, Luminis, and WebCT

Jane shared the timeline for the Banner implementation and Luminis. The Student Module of Banner starts on November 6, 2006. Faculty will input grades through Banner this coming Spring semester. The discussion of training for faculty and the use of the Banner student module resulted in many suggestions: Have a human face behind "help", offer training to adjuncts during orientation and have a job-aid, incorporate it into CTLT Bootcamp, create a booklet, web based tutorials, include training in NFLA. For the Luminis discussion, emphasis was placed on the communication aspect – it is "one place for communication". Course Studio was brought up and how it is similar to WebCT and it is up to the faculty to use it and to encourage students to use it as well. In terms of training faculty to use Luminis, the same suggestions the team gave for Banner training were given. Finally, the need for several SMEs(Subject Matter Expert)/FASEs(Faculty Administrative Software Expert) was expressed and that they will be an important part of training and support. During the conversation about supporting adjunct faculty in learning to use Banner and Luminis, the suggestion of having a section on the WCC Web page or a channel in Luminis that would address FAQ's. In addition, the possibility of reconvening the Adjunct LAT was brought up with the ADOS's playing an important role.

Conclusions: Jane, Renee, and Amy will take all these suggestions into consideration when developing training and materials for both FT and adjunct faculty.

Agenda item: Learning Link & Suggestions for Spring Offerings **Presenter:** Renee, Amy and Jane

Discussion: None – ran out of time

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 1, 2006 at 12:30 pm in COL227.