

# Faculty Development Learning Excellence Team Meeting Minutes

Friday, April 25, 2008

12:30 pm

Collins 227

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**Co-leaders:** Renee Tonioni, Dean for Distance Learning and Instructional Technology,  
Maya Tolappa, CTLT Faculty Liaison & IS Instructor

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**Facilitator:** Christine Meyer

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**Attendees:** Alison Thompson, Allison DeStefano, Patricia De Boom, Janet Gaff, Ellen Field, Jane Thompson,  
Lynne Krantz, Faith Marston, Renee Tonioni, Maya Tolappa, Christine Meyer, Genie Breckenridge,  
Adam Burke, Cliff Luxion, Sowjanya Dharmasankar

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## *Minutes*

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**Agenda item:** Lunch, Introductions and Update  
Distribute minutes from last meeting **Presenter:** Maya Tolappa

**Discussion:** Meeting agenda

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**Agenda item:** Training Schedule for Fall 2008 **Presenter:** Renee Tonioni

- Review CTLT Learning Link
- Discuss impact of FDLET, Make recommendations

**Discussion:** Discussion on FDLET suggestions, the CTLT catalog, and schedule for Fall 2008 and Spring 2009.

Renee brought in old CTLT catalogs for us to see. The size and format of the catalog has evolved over time. Many of the changes incorporated into it were the result of faculty suggestions.

Renee asked the faculty about their thoughts on the CTLT catalog, and some of the ideas that were proposed were:

- List the people who work at the CTLT along with their area of specialty.
- Include pictures of all CTLT personnel.
- How about a back page with classes listed under categories (Office, Banner, etc.)
- When Cam sends out emails about classes, the subject field should say "Reminder" or "New, Added". This helps identify the class as an existing one, or as a class that has just been added.
- In the catalog, class title should appear in a different color than the body text.
- How about a calendar by month with events?
- There were questions about the classes from Aurora University:
  - Why do they not appear in the catalog? (*Christine explained that since they are not available to everyone at Waubensee, they do not appear in the catalog*)
  - Why are they capped at 15 students? (*Jane Regnier explained that capping classes has not been an issue since enrollment has been between 12 and 15 students*).
- Cross reference events in the first part of the catalog (where they appear by month), with the page number from the event description section.
- In the course description section, indent the description and dates under the course title.
- If lunch is provided, say so in the description.
- Provide an email address where suggestions for classes can be sent in.
- For technical classes, provide a skill level (Beginner, Intermediate, Advanced).

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There was discussion about how the CTLT can help with the creation of Departmental Home Pages. Faculty in the Nursing department talked about the process of getting the CTLT involved in Departmental web page creation.

**Conclusions:** Suggestions will be incorporated when creating the CTLT Fall 2008 catalog and Spring 2009 catalog.

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**Agenda item:** Plan fall 2008 and Spring 2009 schedule. **Presenter:** Christine Meyer

**Discussion:** Christine solicited suggestions from the faculty for sessions they would like to see offered at the CTLT in Fall 2008. Some of these suggestions are as follows:

- Jane Regnier said that she would present a session on textbooks and alternatives to the traditional textbook model
- Game Show Pro session
- Mail Merge Letters
- Banner Reports
- Technology Examples in the Classroom
- Clickers (Using & Writing Questions)
- Support for Departmental Web Page
- New Staff Workshops
- Presentation Skills
- Communicoach
- Digital Photos: Converting a Class to Online
- Roundtable with PhDs
- Session about Sabbaticals
- Game Show Pro
- Banner Enhancements
- WebCT Enhancements
- Graphic Design Tips & Tricks for the Web
- Browser-ware (Google Docs, Zotto, Etc.)
- Rank Application Roundtable
- Copyright Roundtable
- Emailing Basics
- Refresh Your Web Page w/Widgets & other worthwhile tools

**Conclusions:** These ideas will be incorporated into the Fall 2008 schedule.

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**Agenda item:** Fall 2008 Orientation **Presenter:** Maya Tolappa

**Discussion:** Maya Tolappa asked faculty for topics for presentation for the Thursday of Fall 2008 Orientation. Some of the suggestions are:

- Copyright Issues (Pat deBoom stated that some nursing journals cannot be linked to via the library anymore.)
- How about getting an outside, inspirational speaker? (Mention was made of the keynote speaker at the VALEES conference in February 2008, John Powers, Creator and producer of the Broadway musical, "Do Black Patent Leather Shoes Really Reflect Up.)
- Campus Security
- Wellness
- How about a session like the one last fall on "Secrets"?
- WEAVE online

**Conclusions:** These suggestions will be taken into consideration when setting up the Fall 2008 Orientation schedule.

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## *Other Information*

**Special notes:** The next meeting has not been scheduled. The date will be finalized at the start of the Fall 2008 semester.