

Faculty Development Learning Excellence Team Meeting Minutes

Friday, April 22, 2011
12:30-2:00 pm APC 160

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

Facilitator: Christine Meyer, Manager for the Center for Teaching, Learning and Technology

Members in Attendance: *See page 2

Handouts: Feb. 4, 2011 meeting minutes, April 22, 2011 Aenda, Employee Training and Development Offerings Catalog, and Spring 2011 CTLT Catalog

Agenda Item: Lunch and Introductions and Review of Minutes by Diana Fortier
Discussion: Diana distributed and reviewed Feb. meeting minutes and outlined April meeting agenda.

Result: Meeting agenda and the former meeting minutes were distributed as well as the Employee Training and Development Offerings Catalog, and Spring 2011 CTLT Catalog.

Agenda Item: Plagiarism Update by Todd Laufenberg, Assistant Professor of English
Discussion: As a representative of TIP and English faculty Todd indicated that a review of the faculty plagiarism resources did not require an update for the new MLA style guide. However, updates were made to the plagiarism quiz and related materials (the instructor and student Power Point presentations on Plagiarism and Academic Integrity) with a focus on plagiarism prevention and the importance of academic integrity. It was suggested to add plagiarism related to images and further explanation on the concept of common knowledge.

Result: Todd will incorporate the updates to the plagiarism quiz and related documents for faculty resources on the CTLT website and provide them to the FDLET committee chairs so they can be put onto the CTLT webpage. The BB plagiarism quiz will be converted at the time of the conversion to BB 9.1.

Agenda Item: Communications Update by Renee Tonioni

Discussion:

- Renee reviewed the purpose of the new Employee Training Advisory Group (ETAG) that was introduced by Dr. Sobek at Fall 2010 orientation. The Employee Training and Development Offerings catalog was distributed and highlighted with reference to many features such as cross reference by topic or semester, and the Video on Demand and Job Aids/Manuals sections. The purpose of the ETAG was explained.
- The conversion to BB 9.1 timetable was discussed.
- The notification of the conversion to Window 7 and Microsoft 10 was discussed.
- An update on the status of replacement of mycourses was provided. There will be a demonstration of BB Course Content and Community Engagement features in mid-July to access the feasibility of using this lite version BB to replace the current open source product currently used for mycourses.
- The Full-time and Part-time faculty orientation subcommittees met and feedback was provided from those meetings with many aspects incorporated in the Fall 2011 orientation format and anticipated Spring 2012 format that were presented. Faculty were asked to contribute ideas for the Round Table format on Friday of Fall orientation.

Result:

- A request was made to have an announcement to faculty by graduation regarding the status of the BB 9.1 conversion.
- Faculty were reminded to complete the Windows 7 migration form received by email from Chris Shields with their preferred transition date. Diana will send faculty a reminder email as the due date of June 15, 2011 approaches.
- Diana will invite faculty to participate in the BB demo in July.
- Ideas presented for the Round Table topics for possible consideration were: diversity issues in the classroom (from the MCTC committee), student engagement, self-confidence and motivation; faculty topic wish list for orientation, faculty innovations or best tips, student support resources.

Agenda Item: CTLT Catalog 2011-12

Discussion: This was not addressed as we ran out of time.

Result: Committee members agreed to meet once more during the semester to discuss the CTLT Catalog in terms of topics, timing of events, and delivery modes.

NEXT Meeting: Friday May 13, 2011, 1 p.m. Bring a brown bag lunch. An ice cream sundae treat will be provided.

Members in attendance

Renee Tonioni
Terry Weston
Karl Schulze
Ruby Kaur
Diana Fortier
Genie Brackenridge
Lynn Krantz
Sojo Dharmasankar
Linda O'Connell-Knuth
Sarah Grubb
Maya Tolappa
Amy DelMedico
Pat DeBoom
Dan Ward
Jane Thompson
Dan Portincaso
Adam Burke
Ne'Keisha Stepney
Todd Laufenberg (guest presenter)
Sandy Boyd