

CAPE ADVISORY BOARD MEETING

January 31, 2008

West Charleston Campus Room E-327

3:00 pm – 4:30 pm

Meeting Called by: Anneli Adams, Executive Director **Type of Meeting:** Board Meeting

Attendance

Members present: Anneli Adams, Carlos Campo, Darren Divine, Michael Judge, Nancy Webb, Kevin Stich, John Mueller, Elizabeth Henkel, Jim Santor, Hyla Winters, Dale Etheridge

Absent: Jack Sawyer, Brenda Talley, Korin Valles

Others: Linda Chapman, Thomas Scott, Jann Carson

Meeting called to order at 3:10 p.m. by Anneli Adams

Anneli welcomed everyone to the first meeting of 2008 and asked everyone to introduce themselves to the group. Welcome to Elizabeth Henkel to her first meeting and introduction of Jann Carson as the new Operation Coordinator for the CAPE office.

Approval of November 26, 2008 meeting minutes

The meeting notes for November 26, 2007 were approved as accurate by the Board.

Next Meeting Schedule

Anneli suggested that in fairness to all of the Board, the meeting place should be rotated to all three main campuses. The meeting was set for March 14, 2008 at the Henderson Campus at 1:00 pm. Jann will send an email as soon as a room is reserved.

Advisory Board composition approved in December 2007 Cabinet meeting

Anneli informed the Board that the composition of this Board had been approved by the President's Cabinet. Anneli will send everyone a letter of appointment.

Spring 2008 Convocation feedback

The board was given a breakdown of all Convocation sessions addressing attendance, overall ratings and significant comments. The feedback received via the evaluation forms completed by participants indicated that the workshops were very well received and attendance was good. The board was asked to comment on anything they felt needed additional attention, and on workshops that needed to be repeated down the road.

Thomas Scott gave a report on the launching of faculty training classes. There was one full day of workshops, including Jack Sawyer's presentation "**CSN SearchPath: Helping Students Learn Information Literacy**

Skills”. CAPE was very pleased with the attendance. Faculty felt it was nice to get together to discuss teaching practices and to share ideas. It was a discovery process to see what others are doing. He said he will do a follow-up mid-semester to see if anyone had a chance to try things presented in the workshops and get an evaluation which will be reported in a future meeting. Thomas said sessions would be useful for individual departments.

The workshops were targeted for new faculty or maybe those with just 1-2 years experience, but it was open to all. Feedback from part-time faculty has been that they don't feel like they are well informed. Hyla asked about the Perkins Grant and Anneli informed her that she and Thomas had been working with Norma Bucelato on the grant and that the funds would be used to train faculty in career and technical education fields. The training is geared toward people who are experts in their field but not necessarily experts in instructional methods, ie career and technical fields.

There was additional discussion about how these sessions are marketed. Thomas explained he used a variety of methods from email updates, to personal email invitations to new and first year faculty, as well as flyers in all part-time instructors' mailboxes. Dale suggested that using as many different channels as possible could help with success including using the Deans' offices although participation varies by department and campus.

Other reflections on Convocation to meet the needs of this diverse community:

- Linda informed that the ICS “reader board” monitors around campuses would be used.
- OTS was a great interface with all the meetings happening at Cheyenne.
- Dale and Elizabeth noted that this was a very hard week for faculty to attend because it is the week before school starts and faculty is prepping. Also, Convocation coincided with the Presidential Debate.
- Repeats for the future are faculty training classes, student affairs session and smart classrooms.
- MS Office 07 sessions were well attended with the new installation in the classrooms. It was noted however that 25-30% of faculty use MAC and OTS should look into the 2008 version recently released on January 17, 2008. CAPE should follow up with David when software is available to set up workshops.

Other discussion regarding general needs:

- Hyla asked if OTS was on task to complete the 07 installation by June.
- Dale mentioned that faculty may need some instruction on using the Mac browser through Safari.
- Michael Judge told the Board that if there are any particular or individual needs, OTS does its best to accommodate those people or departments.
- Anneli reminded everyone to let the CAPE office know of any needs or concerns because others may have the very same needs.

Fall Convocation Theme

Anneli asked for the Board as representatives of faculty and staff to suggest a theme for fall convocation including thoughts on a key note speaker. Linda noted previous themes such as “Building on Excellence” “Teaching with Technology” had been used. Discussion included having a focus and keeping the field of selection narrow. It was mentioned that faculty like to hear from other faculty, and that those sessions seemed to have robust attendance. CAPE would like to be able to present the theme when the call for proposals goes out. This may guide people in making their presentation proposals. Linda asked for members to encourage faculty and staff to participate.

Dale suggested “Bigger, Better, Destitute” how to still keep operating when there are no resources. Working within the budget constraints and moving toward a paperless office with the continued need to become more technologically efficient. He said that the Science Department has had some experience with uploading syllabuses rather than printing them. He mentioned Carolyn Collins or Mark Garner as possible

contacts for information on this. The committee was in agreement with Dale's idea with Hyla concurring. Anneli asked that anyone with additions to this idea submit them to the CAPE office within the next two weeks.

Dr. Campo joined the meeting and was welcomed.

In-service days for Classified & Administrative Support Staff

Anneli and Linda met with the Classified Counsel last week and presented a "needs assessment" survey asking for feedback on sessions needed, best times, and amount of time supervisor felt staff could reasonably be away from their desks. CAPE would like to make sure this group is getting what they need and want. The sessions for the spring calendar are typically in March and the fall calendar will be in October. This is to try to have a time that is not as critical for workload such as semester start-up or grading periods. Linda stated that it is hard to know when certain presentations are saturated even though there are new people. Some previous sessions that were very well attended and evaluated have been I-9 training and Travel Procedures. She also related that networking is part of developing administrative staff and that learning goes beyond the desk and helps with job satisfaction and retention. Kevin suggested training on iServiceDesk, key and copy card requests could be taught by Brad Jensen or Sherri Payne. John would like to add more sessions from HR. Anneli noted that Linda did reach out to HR this past fall to find out number of new hires so she could plan appropriately for these sessions. Linda informed of past enrichment sessions that had been added such as a local attorney on wills, ideas of Feng Shui in the workplace and Lead and Live Out Load. She welcomed any new and diverse training and enrichment ideas. Hyla suggested that use of the phone systems can be overwhelming and different on every campus. She suggested phone usage training targeting each campus.

Faculty Fellowship Program

Anneli attended a conference session last fall on creating faculty fellowship programs, giving teaching prestige. Anneli is really reaching out to academic faculty for ideas and input. This is an outreach to more senior faculty who have been committed to our institution for a long time. We would lose without this core faculty. Anneli asked the Board to look at conceptualizing criteria for a proposal for a program. Specifically she asked Elizabeth, Dale, Jim and Dr. Campo if there is a need/desire and how we can do something for seasoned faculty to bring teaching back into focus and give back. She would like a proposal to CAPE and the CAPE Advisory Board on what this would look like. She will evaluate feasibility based on the budget situation. Anneli will email the PowerPoint presentation to these four for review.

Strategies For Promoting Professional Development And Excellence At CSN

Anneli asked how we can collectively do a better job. Hyla commented that until, as an institution, professional development is mandatory, you can promote all you want but it will not happen. Jim agreed; it has to be so appealing that a person will take the time to "go for it".

Kevin noted that for classified employees it is different because training can be tied into work performance standards.

Dale stated department chairs can make clear to faculty for reviews that they want to put down something the member has done to demonstrate improvement. Attending training sessions would be an easy way to do this. Hyla pointed out the faculty evaluation process is being re-evaluated.

Dr Campo said there needs to be a primary shift in institutional values. Professional excellence is something individuals need to believe in, excellence in all we do. When something is mandatory, staff shy away. We need to develop in small ways to get everyone on board or risk getting left behind. He questioned

if there was a core group of professional development activities that could be refined and have value at any time (*example Ann Johnson's "Student Affairs").

Jim noted that after tenure the incentive factor diminishes and if it comes from the top down it will be fought. However if it comes from the bottom up people will jump on the band wagon. Faculty has to appreciate that there is a purpose that will help them.

Dale suggested better promotional approaches to target likely and specific audiences. If the information seems reasonably relevant they will not discard the information. If the email goes to "ALL" and for several times it does not apply, then a preference will probably be set to remove future mail to the junk box.

New Business

Questions arose regarding the software system to do online registration, automated enrollment tracking, automated notices, evaluations and certificates. Anneli shared a conversation with a faculty member that was asking for verification of attendance in training classes since 1995/97 that would help in his certification.

Anneli explained her request had come back as too expensive in-house development, and the cost to purchase was \$28,000 plus annual operating expense. Suggestions came from Hyla, Jim and Dale to talk to the Foundation or work with Norma Bucelato and Debra Solt regarding local foundations to request the money. Everyone felt the tracking and recognition created by certificates would help greatly in moving toward training being used for professional evaluation.

Thomas let everyone know about the two new CAPE faculty associates: Karen Laing – service learning and Mark Peplowski- focus groups. They will be doing a brown-bag lunch series starting in Henderson. Anneli and Thomas are working with Norma and have applied for a service learning grant for faculty development.

Dr. Campo talked about incentivizing training attendance and things that might be provided such as a parking space. CAPE would set the platform for awarding incentives and could even tie into Olympics with gold, silver and bronze recognition. Everyone was excited about this possibility.

Adjournment

The meeting was adjourned by Anneli Adams at 4:30 pm