

CAPE ADVISORY BOARD MEETING
Minutes
February 6, 2009
10:00 – 11:00 am
Meeting was conducted via e-mail

Meeting called by: Anneli Adams, Executive Director

Attendance:

Participating members: Anneli Adams, Dale Etheridge, Kevin Stich, Debra Johnson, Stephanie Rollins, Dick McGee, Nancy Webb, Vasile Munteanu, Jim Santor, John Mueller (ex-officio)

Excused members: Shawn Claxton, Elizabeth Henkel, Darren Divine (ex-officio)

Others: Thomas Scott, Jann Carson

Anneli Adams opened the meeting at 10:00 am and provided participants with a copy of the agenda.

Item 1: Approval of December 5 meeting minutes

Anneli requested approval or revision of December 5, 2008 meeting minutes.

Stephanie Rollins made a motion to approve the minutes with support from Dale, Kevin, Dick and Vasile. The motion carried.

Item 2: Convocation review

Anneli provided a copy of the Spring 2009 Convocation statistics. In general, workshop evaluations were positive, but attendance appears to be a bit down, about 100 from a year ago. However, we are waiting for one more set of evaluations forms. This might be due to the Angel migration and training sessions that took place before the convocation. Understandably, faculty priority was to get their courses running in a timely manner.

Discussion:

Stephanie thought there were some wonderful sessions, but because of lack of staffing it was hard for her to attend.

Debra Johnson commented that being the busiest time of the semester for classified staff, it is really hard for them to get away.

Jann Carson commented that Anneli and Linda understand the timing issue. Consequently, CAPE organizes the classified in-service days during March 26-27. She encouraged Debra to let CAPE know if there is anything she would like to see included.

Anneli thanked Debra for her insight regarding the classified staff, and said she hoped to accommodate their professional development needs during the March classified in-service days. She asked if there was anything that was offered during the convocation that should be included in that program, to let her know.

Item 3: Clicker presentation

A few faculty members at CSN already use "clickers" in classrooms to enhance student participation. Thomas Scott and Anneli have read a number of articles on pros and cons on "clickers." During the convocation they met with the publisher representative to discuss practicalities involved. The publisher is willing to conduct a workshop at CSN on the topic. Anneli would like to hear the Advisory Board perspectives on the matter. This could be done as a stand-alone workshop or have it as part of the fall convocation.

Discussion:

Dale Etheridge stated that a couple of faculty in the Science Department use clickers. They have done workshops within their school and they might be a good resource for college wide workshops.

Debra asked if instructors have been interested in participating in this type of training. She reported that her Department Chair used them for two semesters, but quit using them.

Anneli replied that Thomas discussed the clickers with a faculty member who uses them currently. She said that if the Board agrees that this might be of interest to our faculty, Thomas will invite faculty members who are currently using the product to be part of the presentation.

Kevin mentioned that he had seen them at the Tech Expo and that they should be explored.

Vasile thought it would be a good thing.

Nancy commented that a few of the CRJ faculty used them awhile back, but stopped with not much success.

Anneli concluded that we have a majority vote to proceed. We will make sure that those faculty who are familiar with the product to be part of the workshop construction should they be interested. The Board will be consulted for the names of faculty members.

Item 4: Outline for part-time faculty training program

Anneli told that CAPE reads quite a bit of faculty development literature. The issue of part-time faculty professional development has also come up many times in conferences. Many colleges have developed specific programs for their part-time faculty, primarily to accommodate their work schedules. In many cases, such trainings are conducted on Saturdays before and between semesters. A common topic is the need for consistency in providing such training. Although CAPE workshops are open to all CSN faculty, we have not conducted any training sessions specifically for part-times. Anneli asked the Advisory Board faculty members to provide CAPE with their opinion on the importance of developing a specialized program, perhaps one day, for our part-time faculty. She asked the Board members to discuss the matter at the departmental and divisional levels with chairs, deans, and directors, as appropriate. She would like to hear Board recommendations, so CAPE can take necessary action. She has a few examples, should the members want to take a look at them. Members might also want to consider consulting a few other colleges on their own. Anneli reminded that this is an action item and it will require Board recommendation and feedback in our next meeting in March with a full recommendation by the end of April.

Discussion:

Dale noted that considering how poorly we pay our adjuncts, there would need to be some means of compensating them for their time beyond what we are already paying them for.

Anneli thanked Dale for a valid point that she neglected to consider but emphasized that CAPE will offer training if there is a perceived need. This is exactly why CAPE needs your feedback.

Debra suggested maybe each department would be willing to pay some kind of small stipend to those attending the training. She mentioned that they do this for the STEP UP classes.

Vasile thought it was a great idea. "Having been there myself I'm sure that it will help. The more training is available, the better."

Nancy felt that most part-time faculty seem to be grateful for any training we provide. She added that one key item that should be included is that part-timers must obtain a CSN e-mail account to avoid

issues, such as access to Angel this semester. Also, a brief orientation to eLearning, where to obtain training, is teaching online for them, etc.

Dick affirmed that part-time faculty programs would be most useful, especially in the areas of human resources and online resources.

Vasile said he thought this approach would make part time faculty feel as part of the overall CSN community and would boost their morale.

Stephanie said, "I think it is so important for part-time faculty to have training. Many of them are not aware that we even have a library web page to help them create courses, perform assessments, or do their own research. They also, many times, do not even know how to use the computers in the classroom or logon."

Debra said her department already does this for our part time instructors every semester, and so does International Languages, but she didn't know about others.

Nancy said, "From what we (the Office of e-Learning) experienced at the beginning of the semester, not all departments do. It caused some confusion." She mentioned that Terry Norris is looking at having online tutorials developed for Angel.

Anneli appreciated Debra's point that some training is already conducted at the departmental levels but that goes exactly to what the literature indicates, i.e. lack of consistency in such professional development. She would sincerely welcome the Board's proposal as to what this kind of training could/should look like. She summarized, "What I hear is that you are in principal for the idea. Would our faculty members on the Board like to form a sub-committee and look at different designs? Another option is that Thomas and I come up with a few ideas and bring them back to you for an approval. I would welcome Dick's perspective relative to the content needs in particular. Perhaps you could take this up with the Council of Chairs?"

Kevin suggested that a conversation regarding this needed to be started somewhere and Dick said he would be delighted to bring it to the Council of Chairs. "I think that any coordinated effort to help part-time faculty feel comfortable at CSN, with its various resources, is useful."

Debra thought we should try the training for one semester and see how it goes. Dick agreed.

Debra asked what happened to the manuals provided for part-time faculty. They contain a lot of general CSN info. Dick thought the manuals were wonderful, but would need a lot of updating.

Anneli said that we need to define what our faculty development will look like. We might want to consider the various aspects of it, i.e. employment, policy and procedure, HR issues, classroom pedagogy, teaching and learning, and online learning, etc. There will be lots of work ahead.

Item 5: Appreciative Inquiry trainer certification

Anneli explained the purpose of the Appreciative Inquiry training method and that Brenda Talley, Linda Chapman, and other faculty members have received training as AI facilitators. Brenda, Linda, and other CSN AI presenters have conducted sessions for HR, Retention & Recruitment, and other departments. She acknowledged that Jim Santor presented this session together with Linda and Brenda to HR. This approach works well in any group of people -- academics or administrative, bottom/middle/top level -- who want to improve their work environment and enhance collaboration.

She asked for a volunteer group to take part in the training for Brenda and Linda to receive their final trainer certification. Anneli mentioned that we do this as one of the CAPE Advisory Board meetings but she wants to provide this opportunity to all of you and for your departments.

Discussion:

Vasile and Nancy said they would like to be a part of the training.

Debra thought this would be great at one of the Board meetings because members will get to know what it is about, and can recommend it to others.

John Mueller gave a testimonial, "The AI presentation for HR was excellent and well received by staff."

Anneli thanked John, Debra, Nancy, and Vasile and said that she will ask Linda and Brenda to conduct a session for us as during next meeting.

Item 6: Thomas Scott assignment to assist CTE faculty in Angel

Anneli explained that Thomas Scott whose position is partially funded by the Perkins Grant has been assigned to assist all career and technical education faculty in Angel transition and training related matters. Deans Castro, Spangler, and Kelly have been notified accordingly.

Discussion:

Stephanie said she had heard such great things about Thomas helping with Angel.

Nancy mentioned that Thomas has been very helpful at the open labs over the past few weeks.

Anneli concluded by stating that working closely with the Office of e-Learning has been beneficial to all.

Item 7: CAPE program also open for NSC

Anneli explained that at the request of Dr. Divine, CAPE has shared our training programs with the Nevada State College. Due to the budget cuts, their resources in professional development are minimal.

Item 8: Next meeting

Debra asked if we would be meeting in person for our next meeting. Anneli suggested Friday, March 6, from 2 to 4:30 for the AI training session provided that Linda and Brenda are available. This was supported by Dale, Kevin, Vasile, Nancy, and Debra. Stephanie will be unavailable. Meeting was scheduled for March 6.

Item 9. New Business

Anneli asked if members wanted to bring any other matters to the attention of the Board.

The meeting adjourned at 11:10.