

CAPE ADVISORY BOARD MEETING

March 14, 2008
Henderson Campus Room C-106
1:00-2:30 pm

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

Attendance

Members present: Anneli Adams, Nancy Webb, Kevin Stich, Elizabeth Henkel, Jim Santor, Hyla Winters, Jack Sawyer and Brenda Tally

Absent: John Muller, Dale Etheridge, Korin Valles, Darren Divine, Michael Judge, Carlos Campo

Others: Linda Chapman, Thomas Scott, Jann Carson

Meeting Called to order at 1:00 p.m. by Anneli Adams

Anneli welcomed everyone to the March Advisory Board meeting.

Approval of January 31, 2008 meeting minutes

Anneli asked if anyone had anything to add to the minutes from the January 31, 2008 meeting. The Board approved the minutes. Thomas Scott pointed out that a CAPE Advisory Board bullet was added to the web page where the minutes of board meetings for the previous year can be accessed.

Next Meeting Schedule

The next meeting was scheduled for Thursday April 24, 2008 at the Cheyenne Campus at 9:00 a.m. Jann will notify the Board of the room as soon as the location is secured.

Advisory Board Charges & Responsibilities

Anneli passed out a draft consisting of ideas taken from various colleges across the country on what the Advisory Board could do to support CAPE. Anneli does not feel that CAPE should dictate the Advisory Board's role but would like the Board to recommend what they would like to do to help CAPE and the institution go further.

Anneli shared that in the first year resources were not all in place, and it was hard to move on without formal support. Hyla asked if this was still the case. Anneli explained that recently CAPE's role has become more defined as to where we are going and how we overlap and interact with other offices such as the Office of e-Learning, the Office of Assessment and OTS to serve the college community. She said we are making good progress now by working with other offices and she was able to propose a process model by which technology-related faculty development will be based on needs assessment. She said Dr. Richard's has been very supportive and he feels this is exactly where we need to go.

Thomas Scott has worked diligently to draft a survey working with the Office of Assessment and the Office of e-Learning. A meeting with CAPE, Assessment, E-Learning and OTS is scheduled to finalize the survey. Anneli explained that we have been working top down instead of bottom up. She said to be completely effective, we need to know what faculty needs.

Overcoming the initial challenge of who drives the institutional professional development agenda has been a question for the CAPE office. Anneli's answer was "needs, which is a collaborative effort". Hyla inquired about the

purpose of an Advisory Board. Anneli and Linda responded that needs assessment is where we start. At this point the needs assessment specifically pertains to technology training. The Board brings ideas and serves as a sounding board since it is comprised of all of the factions within the College. Anneli, Linda and Thomas described the elements of the assessment, noting they were very basic questions relating to technology training, hybrid or blended classes, and other matters related to pedagogy. Hopefully, the survey will be ready to be sent out the first week in April so that the results can be published before the end of the semester. The survey will be sent to all part-time and full-time faculty as well as Department Chairs.

Linda mentioned that convocation workshops conceived by and presented by faculty are always very well attended. Both Anneli and Linda made it very clear that they do not want to dictate course presentation, but rather provide what faculty is looking for. During CAPE's first year, subcommittees were formed to evaluate the necessary elements for presenting training in the following tracks: technology, internal procedures, pedagogy, compliance, efficiency and enrichment. The committee did a great job in coming up with ideas but CAPE did not have the resources or the personnel to implement their ideas. This needs assessment is more realistic, asking "if a need is there, can or should we respond to it".

Anneli said that besides advising, there could be other roles for the Advisory Board that she has not thought about that would help the college to further develop CAPE. She asked for feedback from the Board about what they think they could reasonably do to help the college in terms of developing CAPE.

Linda gave an example of how Kevin Stich has paved the way for CAPE to take part in the Classified Council. It has created a steady move toward awareness and participation in CAPE workshops. Kevin responded that he felt getting involved in classified staff training was something for the Classified Council to really sink their teeth into rather than just being thought of as fundraisers. He also said facilities management is working on developing an online training program for approximately 150 classified staff.

Anneli pointed out that this is institutional development and that all Board members could look at their own areas. She asked that everyone review the ideas for CAPE charges and come up with ideas to present at the next meeting. Anneli asked that the CAPE Advisory Board consider meeting with department chairs to get a sense of what CAPE can do for them in the area of professional development. She suggested it should be an unbiased, informal discussion to enable the members to bring information back that would allow CAPE to develop to best serve the Institution's needs.

Hyla asked if there was a set composition for the Advisory Board. Anneli explained that there was a formal process and it included 4 academic faculty, 1 academic Department Chair, 3 administrators and 2 classified staff. Each serves two years with an overlap so there is continuation in the process.

The Board agreed to review the suggestions and/or come up with others for the next Board meeting.

Hyla asked Anneli if she was at liberty to discuss what exactly she had been charged to do. Anneli said she would be happy to share anything. She said her charge is comprehensive organizational and professional development, and to further International development as well. Linda stated that this charge was initiated largely because of the noted shortfalls during CSN's accreditation visit. President Carpenter decided that CAPE should be the clearing house for all professional development. Linda pointed out that we are not here to teach everything or say what is needed but rather to make it available and track attendance especially on federal compliance issues so we can demonstrate that CSN has an ongoing program of providing the training that is required.

Hyla asked if, after this needs assessment of faculty, there is an appetite to do a needs assessment of CSN's Department Chairs? Jim Santor thought that would be great. Anneli told the Board that leadership training at present is outsourced. CAPE just sent 5 Department Chairs to the ACE "Charing the Academic Department" training. Eventually, there is a plan to have a director of leadership training.

Hyla mentioned that once the faculty evaluation process is finalized the Department Chairs will need help with this process. Jim agreed that the dual role of Department Chair and teaching faculty can be difficult and depends on the

Deans as well to give credence to the evaluation process. All agreed that demonstrated attendance at CAPE sessions would be an easy way to show a path of self improvement and growth.

New CAPE brochure

Linda and Thomas designed tri-fold brochures as an introduction to CAPE to be passed out at New Hire Orientations etc., so faculty and staff will know that if they have training needs CAPE is the place to get it. The brochure will also help people understand what CAPE is. At Classified Council people were not sure if the classes were for them or if they were allowed to register. The brochure introduces CAPE and lets people know our mission and the areas where training is provided. More copies were offered and Kevin asked for enough to give Classified Council at the next meeting.

Kevin asked if there was a way to video tape and archive workshops such as Bloodborne Pathogens or Hazard Communications. That way it could be seen live the first time but follow-up or re-certification could be done online. Thomas suggested that anything videotaped for that purpose be contained on the CAPE website so they could be accessed by everyone.

Findings of the Classified Training Assessment

Linda reviewed the findings of the needs assessment for Administrative Support Staff sent to Deans, Department Chairs and Directors. The assessment evaluated things such as the number of people perceived to have a need for training in specific categories and the amount of time and times of day/days of the week that could be made available for this training. The highest concentration was for technology training. Linda pointed out that the survey was a large driving factor in what is being presented at the upcoming Classified/Administrative Support Staff training as well as ongoing training. An effort to provide additional late afternoon and weekend classes is being made as a result of the survey. Anneli said it creates institutional effectiveness and efficiency when the areas that have been identified as those that need fixing are being addressed by CAPE.

Recommendations for classified staff technology training

Linda told the Board that she and Sue Smuskiewicz had spoken about developing a training track for new employees to give them an idea of what is recommended in the first year along with other options for self improvement. The optional courses would be driven by departmental needs and priorities.

Anneli and Linda described a 2 plus 2 certificate program: If a person completes two required workshops and two optional workshops based on core competency needs issued by the department, CAPE will issue a certificate for the participant. That would provide them with something concrete to take to their supervisor when they are being evaluated annually. It would serve as a map for each employee's professional development.

Other comments:

Linda said we could create classes for the level of needs by department.

Brenda said mandated training might be shared between departments if they knew of each other's needs.

Kevin commented that Jim Nelson said **all** are required to have OSHA training by the Federal Law.

Hyla asked if they were to develop new employee training would CAPE tailor the session.

Anneli replied, "absolutely as long as the department brings us an outline of expectations."

National Student Success Institute (NSSI) workshops

Anneli advised the Board that the National Student Success Institute has a self-funded program where master teachers give a day-long presentation on subjects designed for instructors who want to increase student success. NSSI does this for an institution free once a year. Anneli handed out a copy of presentation topics and asked the Board to recommend a possible session for the fall Convocation. It was suggested that, rather than scheduling it during

Convocation, it be set up for a separate day in the fall. Anneli asked the Board to email their selection back to her by the end of the month.

Fall Convocation theme

The theme suggested for the Fall Convocation is “Working Together for a Safe and Bright Future”. This is broad and would not be restrictive for the new President. It also leaves room for attention to safety and security related topics, which Dr. Richards expressed was of utmost importance.

There was much discussion on what type of safety presentations would be presented. Hyla wanted to know if the crisis response team will be done with their training and be prepared to present and train at the Convocation. She also suggested a re-presentation of the Disruptive Student Behavior workshop. Brenda suggested training on how to respond to an alarm as an administrator/supervising person. She said she would like to see a protocol developed on responsibilities and timing.

Jim asked what exactly was meant by a crisis intervention team. He said there are a lot of questions but no concrete answers. He suggested that this information could be disseminated using a panel of security experts where faculty could ask questions. Jim also thought there should be training on the use of equipment (such as the defibrillator) and that there should be a team captain in each building so everyone would know who look to in case of emergencies.

It was suggested that perhaps Richard Hinckley should send out an all email to ask people what their security concerns are in their particular area. Resulting procedures developed in response to people’s concerns need to be clearly articulated to the College community.

New Business

Thomas Scott announced the Great Teachers Online Seminar. Its main purpose is sharing best practices in online teaching. Karen Laing, CAPE Faculty Associate, is working with Thomas Scott on service learning workshops, which will be offered in April and May. Also, Mark Peplowski, CAPE Faculty Associate, is working on setting up student discussion groups regarding things they like about class set up and presentation, and what works for them as a student? He will try for groups of about 25 students on each campus.

Adjournment

The meeting was adjourned by Anneli Adams at 2:30 pm.