

CAPE ADVISORY BOARD MEETING
Minutes
December 5, 2008
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, Jim Santor, Dick McGee

Excused members: Shawn Claxton, Nancy Webb, Elizabeth Henkel

Non-participating members: Vasile Munteanu, John Mueller (ex-officio), Darren Divine (ex-officio)

Others: Linda Chapman, Jann Carson, Thomas Scott

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

Item 1: Approval of November 3 meeting minutes

Anneli requested approval or revision of November 3, 2008 meeting minutes.

Dick McGee made a motion to approve the minutes with support from Stephanie Rollins. The motion carried.

Item 2: Board member commitments and responses to the Advisory Board "Charges and Responsibilities"

Anneli shared the commitment statements received from the Board members:

- Kevin Stich

I will attend all Cape meetings, and will first work to change myself, while working to be the example of change wanted in others. I will provide 2 recommendations and 2 solutions to the recommendations, for each month that I am on the Board. I will work with the Classified Council, for all classified employees; starting dialog to get to the core of what classified staff really want, and the area in which they want to improve their lives. I will work to develop 5 ideas for each convocation or development week, scheduled yearly. I will be accountable for said discussions with the classified. Cape office will be notified of dates and times and will be invited to attend. I will participate in at least one class per month, and will report back (written) to the Cape office, with my take on the class. I will volunteer, when asked; and I will work to accomplish tasks set for the group.

- Dick McGee

Will foster professional development discussion with the Council of Chairs

- Nancy Webb

1. Will take part in the development of the Great Online Teachers training during the spring semester
2. Will present informal feedback for the Board - in one of our spring meetings - regarding the Angel training
3. Will conduct workshops during the convocation

- Shawn Claxton

Will foster professional development discussion within AFA and solicit suggestions and ideas for future training.

- Vasile Munteanu

The only thing I can think about is that perhaps the committee should be ready to present seminars that will apply to the economic environment we find ourselves in right now, and to that end can present seminars as needed on economic issues and health issues that concern all of us in one way or another. What I mean is, we might think about developing a trigger mechanism that would allow Cape to deal with issues of popular interest to all of us given the times we live in right now. This may involve working with other offices at CSN such as HR and others as needed. If we are already doing this than that's fine, if not we might want to think about developing a way of doing this. I hope this is clear, if not let me know and I will try to explain it further.

Anneli opened discussion for comments or questions.

Linda Chapman stated, "These commitments look great. Thanks to all of you who obviously put a lot of thought and effort into them; great ideas!"

Dick McGee added, "In some informal discussions with some chairs, all were impressed with the number of workshops currently scheduled through CAPE. In our first meeting of 2009, on Jan. 29 at 3 p.m. in Henderson, we will have CAPE on the agenda. I want to solicit ideas for workshops, interactions, etc., and it would be nice if Anneli and/or some other members of the advisory committee could attend. Since I am new to the advisory committee, I don't know too much yet, so a more experienced member could answer questions much better.

Linda added, "That sounds great Dick. Obviously the Department Chairs are in the best position to assess what their people need and want in the way of training, and we are more than happy to develop or work with them to develop whatever it is they need."

Dale Etheridge made the following suggestion: "Expanding on Dick's idea, would it be feasible for CAPE staff to be at most School meetings during Convocation to solicit input?"

Dick McGee included Angel topics for consideration: "Well, I know people are nervous about Angel, but that is pretty well covered right now - seems like there are lots of training sessions out there."

Anneli Adams added:"I am sure you are correct. The collaboration between the Office and e-Learning and CAPE works very well and I hope we have been able to accommodate faculty by offering many options for training sessions. We are also in discussions to offer CSN's second Great Online Teachers Retreat, perhaps sometime in April for faculty to come together and discuss matters related to online learning and to reflect on their experience with Angel."

Item 3: Update on the Convocation program

Linda provided an overview and a copy of the Convocation program outline

Jim Santor made the following comment "I have reviewed all the materials and believe we are on the right track."

Dale Etheridge made a recommendation” My main concern is that the Angel training sessions during Convocation are late in the week. Earlier would be much better since classes begin the following week. I am getting very concerned that folk will not have enough time as it is to configure their content in Angel for the Spring semester. For WebCT 6 users, they will not even begin to see content until next week. Some may be lucky to get their migrated content before Christmas. They will need as much help as they can get as soon as they can get it.”

Linda Chapman contacted Terry Norris immediately as per Dale’s suggestion and confirmed that it will be implemented: “Terry is always so quick to respond, and I am grateful for his always cooperative spirit. As you can see his response below is in the affirmative, I will work to move most of the Angel sessions to Monday morning. The Tech Time session will remain on Friday at Henderson as that was a special request.”

Item 4: Update on the Spring 2009 training plan

Linda Chapman gave a review of upcoming training plan and anticipated date of distribution to the campus community: “The spring schedule is nearing completion as well. We have a very good mix of technology training, compliance, pedagogy, internal procedures, and enrichment. I am still waiting for a few people to provide their schedules, but it is looking very good. Any suggestions we receive during the school and department meetings will be given a high priority for development or delivery.”

Anneli Adams added, “I concur with Linda. We will make every effort to accommodate departmental and divisional needs. Also, thank you Dale for the suggestion regarding timing for Angel. “

Item 5: Next meeting

At Anneli’s suggestion, the next meeting was scheduled for Friday, February 6, from 10 to 11. Dale Etheridge recommended looking into using Wimba. Anneli agreed. Debra Johnson expressed concern for not having used Wimba in the past. Linda explained that she and Vartouhi will conduct a Wimba meeting overview during the Convocation. Anneli encouraged Board members to attend the session.

Item 6: New Business

No new business was discussed.

Anneli concluded the meeting: “Thank you all very much for your contributions. You are awesome. We have been efficient, saved a hefty penny, and I have personally enjoyed this meeting venue. I call the official meeting adjourned at this point but we are always here if you want to share more ideas.”

The meeting adjourned at 11:00.