

CAPE Advisory Board Meeting

October 20, 2009

Cheyenne Campus Room 2769

1:00 pm-3:00 pm

Meeting called by: Anneli Adams, Executive Director

Type of Meeting: Board Meeting

Attendance:

Members present: Anneli Adams, Debra Johnson, Whitney Kilgore

Others: Thomas Scott, Linda Chapman, Jann Carson

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

Anneli welcomed those in attendance to the first meeting of the 2009-2010 year and asked everyone to introduce themselves. She was surprised and disappointed with the attendance.

Approval of Meeting Minutes:

The meeting notes from April 10, 2009 meeting could not be approved as there was no quorum. Anneli will send the minutes out for approval via e-mail.

CAPE Annual Report and Plan for 2009-2010:

The annual report for 2008-2009 was distributed and briefly reviewed by Anneli. The report details the CAPE goals and it explains how they were achieved and any reasons if not achieved. The last two pages are the goals set for 2009-2010. Board members were invited to review at their leisure what CAPE has done and is doing and bring any comments to the next meeting.

CAPE Responsibilities and Charges

The charges were reviewed as approved by the Board on May 1, 2008 (see attached document). The two board members present agreed that they were very reasonable. Anneli asked them to review and see what they felt they could do to support CAPE. Linda stated that many at CSN are appreciative of the job CAPE does but we benefit immensely by having input. When we collaborate there is less chance for confusion and overlapping of groups laboring on the same initiatives. She pointed out that attendance has been best at the West Charleston campus, travel to other campuses can be daunting. She recommended that even though some members prefer face-to-face meetings, we should at least try one meeting using Wimba meeting. Some members did like the e-mail meeting, but it was hard to share all of the exchange of information because everyone doesn't see every e-mail exchange. It is less transparent than Wimba where the entire meeting can be recorded for listening at a later date. Debra was concerned with privacy because her office is out in the open. Linda and Debra will work together toward Wimba meeting arrangements for February 2010.

Plan for This Year

Thomas reported what is happening with faculty development:

- 1- Liz Henkel is working with 8 full-time, tenured faculty mentoring 37 part-time faculty in the English department. The mentoring is helping enculturate part-time faculty into the CSN environment. Part-time faculty does not always have access to the same information as full-time faculty. This program is creating collegiality without having to always go through the Department Chair. The program will be evaluated at the end of the year and a report will be prepared. Debra Johnson

added that the Department Chair in communications has also been trying a mentoring program and plan to track outcome and responsibilities. Classified Administrative Assistants are the real go-to people for part-time instructors. One starting point is to require all part-timers to have and use a CSN e-mail address.

- 2- A small subcommittee is working on a part-time faculty handbook
- 3- Teaching Circles. Thomas is facilitating this program where 7 faculty members from different disciplines are working together evaluating case studies and reporting on their own classroom experiences. The group consists of: 2 in Hotel Management, 2 in English, and 3 in Biology, varying in service from 2 years on a tenure track to 23 years tenured.
- 4- Exploring other ideas on how to promote a culture of learning within the institution. Professional Development can be learning thru experiences not just workshops.

Linda reported about what is happening with technology workshops:

Techie Tuesday offer one-on-one help for almost all software currently in use at CSN. It has had a slow start, but employees who have used this resource are very appreciative. She feels that once people start to see the value in it, there will be better attendance. Part-time faculty need to be aware that they are able to participate in these sessions. Whitney Kilgore said she has thought about using Angel to expand Techie Tuesdays for faculty who are teaching online.

Tom noted it is disappointing to travel to sites where people are registered and then have no one show up. CAPE could use help from the board in getting the word out that one-on-one help is available with Tom in his office anytime. It is stated clearly in the CAPE catalog that Tom can help at any time.

The message needs to be that it is help in the use of applications, NOT technical questions that should be called into the Help Desk.

Jann reported on classified in-service days October 21-22.

CAPE worked with Classified Council (Cat Maihen) to design and bring program sessions that were of interest to classified staff. The attendance was very good but not as good as last year. Debra brought up that there were supervisors requiring staff to take personal time off to be able to attend these sessions. Cat is bringing this to the attention of President Richards for clarification. She questioned whether it is the right of those supervisors to make that demand? All heads of departments should be encouraging training and development. Anneli is concerned with how we are promoting the CSN mission statement of 'access, quality and diversity' if opportunities are inequitable in the ranks.

Anneli reviewed CAPE goals.

- 1- She reported that a very successful leadership academy was designed and delivered for Facilities Management
- 2- She asked for the board to look at the CAPE website and report what they think works and what could be improved (design enhancement).
- 3- She asked the board to think about developing a satisfaction survey for implementation in the spring. Some questions to consider:
 - What do access, quality and diversity mean for CAPE?
 - How do we satisfy all requests that may come from a survey, and
 - What is the value of a survey?

New Business

CAPE is considering adding a page to the website for classified employees containing things that would apply to them. Debra was asked to get a list together of the top ten forms that would typically be used so a link could be added to make accessing them easier. Other items included basics procedures on such things as purchasing and travel requests, etc. Whitney offered a student worker to assemble materials for FAQ s. Debra offered to take the idea to classified council.

Anneli will send an e-mail to solicit responses from the board about how often, when and where board meetings should take place.

Meeting was adjourned at 2:15 PM