CLT ADVISORY BOARD MEETING
Meeting Minutes

In Attendance

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<tr>
<th>Name</th>
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<tr>
<td>Mariam Abdelhamid</td>
<td>Brent Edington</td>
<td>Chris Osgood</td>
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<td>M'hammed Abdous</td>
<td>Dave Hamel</td>
<td>Richard Overgaugh</td>
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<td>Joyce Armstrong</td>
<td>Gene Hou</td>
<td>Julia Romberger-Depew</td>
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<td>Remica Bingham-Risher</td>
<td>Marissa Jimenez</td>
<td>Nancy Schafer</td>
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<td>Andy Casiello</td>
<td>Karen Kott</td>
<td>Douglas Ziegenfuss</td>
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Agenda Item: Welcome and Introductions

Discussion:
- M'hammed Abdous called to order the regular meeting of the CLT Advisory Board Meeting at 11:30 a.m. on October 31, 2012.
- Self-introductions were made by Advisory Board members.

Agenda Item: Reiteration: CLT Advisory Board Guidelines

Discussion:
- Guidelines for the Advisory Board of the Center for Learning and Teaching (CLT) were presented for private review.

Agenda Item: Reiteration: CLT Advisory Board Questions

Discussion: Question 2: "...use Faculty Service to encourage faculty participation in facilitating departmental or institutional FacDev events?"
- Clarified definition of “faculty service”.
- How CLT increase faculty participation in and presentations at CLT sponsored events?
  a) What is the best way(s) for CLT capture and recognize faculty activity at CLT events
     - Currently CLT sends a thank you letter to the participating faculty member and his/her department chair.
     - Consider institutional-wide recognition for faculty participation in CLT sponsored events.
     - Explore whether faculty service can be included in the Promotions and Tenure (P&T) portfolio under “service.” This modification would require collaboration with the University P&T committee and a change to the faculty handbook.
     - Incentivize for greater faculty involvement.
     - Seek cooperation of Provost's Office and have contributions put in the faculty's record.
     - Partner with department chairs.

Discussion: Question 3: "...persuade faculty that there’s a need to reexamine their teaching practices?"
- How can we accomplish this goal?
a) CLT Offerings: events are not pointed out to nor are new faculty encouraged to attend.
b) Attach more merit to offerings – if it appears important, people will attend.
   − The line is slim if personnel only interact based on a particular subject.
c) Biggest focus and selling points CLT needs to always answer:
   − What is the benefit for me?
   − Does it make my life easier?
   − Do I get better evaluations?
d) Some department chairs may view time spent by tenure-track faculty on CLT events (and not doing research) negatively.
   − View of teaching vs. research – research is viewed as a higher priority.
   − Build this into the P&T model – if no reward, there is no draw to participate.
     ➢ Tenure-track faculty would view participation differently if this were a requirement in the P&T review.
   − Consider how CLT can assist with new push to create hybrid courses.

Agenda Item: Events and Activities

Discussion:

❖ CLT hosts a variety of events throughout the year that require a large amount of CLT staff resources.
  a) Although attendance is on the rise, the return on investment (staff hours required) is not in line with dedicated time from CLT required for each event.

❖ Marketing
  a) Many faculty are unaware, even though a variety of marketing sources are used.

Action Items

❖ Advisory Board members will continue to contemplate ways CLT can increase Faculty participation.

Agenda Item: Next meeting

Discussion:

CLT Advisory Board Meetings will be held once per semester. The next meeting will be scheduled before Spring Break.
   − Meetings will continue to be held on Wednesdays at 11:30 a.m.

Adjournment

M’hammed Abdous adjourned the meeting at 12:30 p.m.