# Center for Teaching Excellence (CTE) Board Meeting

**MINUTES**

**NOVEMBER 17, 2015**

**TIME**

**10 AM**

**MEETING CALLED BY**

Lead Faculty Ambassadors

**TYPE OF MEETING**

Board Meeting Agenda

**FACILITATOR**

Ashley Spring and Wayne Brown

**NOTE TAKER**

Michelle Maseman

**ATTENDEES**

Joe Helme, Ramona Smith, Barbara Kennedy, Wendy McLallen, Kim Eddleman, Ashley Spring, Wayne Brown, Arlene Walker-Adams, Susan Collins, Joe Wakim, Tonia Graham, Paul Spampanato, Maria Capella Miller, Michelle Maseman, Ashley Olund

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## Agenda Topics

**TIME**

**5-10 minutes granted during Dr. Miedema’s time to introduce the new and improved CTE.**

**Survey to go out next week to vote on Campus Titans.**

**4 Ambassadors on stage to introduce the Campus Titans and to start faculty feedback survey.**

**Faculty Feedback survey 5 question open ended questions to help improve the CTE.**

**Questions arose as to how the survey perceived last time? The board does not want to see multiple choice questions rather: “Give an example” or “What is your favorite part of the Center” or “What have you taken advantage of”**

**Survey open from 1/7/16-2/14/16 Reminder to be sent out on February 1, Ashley suggested “Show the love to the CTE”**

**It was suggested to combine survey questions 1 and 2. And add “What would you see as a valuable goal for CTE” Also to have columns where faculty can click items**

**Potential of a raffle to encourage faculty to participate in the survey. Tonia will follow up with the foundation, and look into getting a raffle prize.**

**The board voted and agreed on bringing in BayCare “EFSCcares” to do 2 workshops at welcome back. “My Stresses-Negotiating My way through” and “Self Confidence”**

**Per contract Baycare is required to do 1 workshop per campus per year.**

**Ramona discussed the possibility of: Book clubs, brownbag meetings, and including adjuncts.**

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## ACTION ITEMS

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Send Survey Results to Ramona</td>
<td>Michelle</td>
<td></td>
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<tr>
<td>Combine question 1 and 2</td>
<td>Ramona</td>
<td></td>
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<tr>
<td>Find Raffle items/ follow up with the foundation</td>
<td>Tonia</td>
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**Discussion**

- **Grants: Ashley Spring**
  - Wants to develop a subcommittee college wide for funded grants and work with faculty to write grants. Once a semester distribute a flyer for upcoming grants to specific disciplines.
  - Suggests CTE to host workshops on working with grants department. I.e. faculty who have written successful grants to present workshops. Ashley has already spoken with grants department who is willing to work with CTE. Board is favorable.
- **Global Learning and Diversity: Wayne Brown**
  - Wants to break down walls in academia on how to prepare students for global market place: soft skills, professionalism, global needs with students and global competency.
  - $30,000 grant for global learning, working with Dorothy McCalla and CJ Baker on this initiative. Board is favorable.
- **Adjunct Central: Ramona Smith**
  - Wants to create discipline specific brown bag small groups, including faculty and adjuncts. Working together on discipline specific problems: “4 most challenging hurdles in your course, and how did you overcome” Conversations about content “What are we doing well”.
  - Wants her subcommittee to work towards a more cohesive college. Board is favorable.
- **Marketing: ShaunaLee Martin (Presented by Wayne Brown)**
  - Wayne presented goals outlined by ShaunaLee and board in favor.

**Action Items**

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<tr>
<td><strong>ALL CALL:</strong> Volunteers are needed for all four subcommittees</td>
<td>All members</td>
<td>Next meeting</td>
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<tr>
<td>Send Michelle copy of UCF weekly newsletter</td>
<td>Susan Collins</td>
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**Discussion**

- Dayla Nolis handles Canvas assistance and Faculty on campus to assist.
- Side note: Susan brought up it’s beneficial to our students to have your due dates in canvas. Some instructors do some don’t. But it confuses the students to have the disharmony.
- Barbara brought up the idea about having a CTE canvas page to pass around suggestions. All agreed they are a part of too many Canvas pages as is.
- Ramona suggested having a workshop for utilizing Canvas.

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<tr>
<td>Email Dayla to confirm Canvas Champions</td>
<td>Michelle</td>
<td>Next meeting</td>
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<tr>
<td>Will email Liz Craft or LJ about Canvas workshop</td>
<td>Michelle</td>
<td>Spring Term</td>
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### Discussion
- Walden has requested a time in January to come out and set up on all 4 campuses for faculty.
- Contract already in place for EFSC to offer Walden as an option for faculty and Walden in turn will provide 10% discount to EFSC employees.
- The board was split: Not wanting to “promote” one school over another. Wants to expand to other local schools.
- The board discussed the possibility of a subcommittee in fall 2016.

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<td>Review Walden Contract</td>
<td>Michelle</td>
<td>Next Meeting</td>
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### Time

#### Bylaw Changes
- Ran out of time. Board decided that initial changes will be made by Michelle Maseman who will create a google document for the board to edit. All edits will be due by December 1.
- Next Board Meeting will be January. Ambassadors will meet in December.

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<tr>
<td>Review current bylaws and create google document</td>
<td>Michelle</td>
<td>December 1</td>
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