

Center for the Advancement of Teaching and Learning & Southeastern Center for Cooperative Learning

2008/2009 Meeting 1

DNT, Center Office

September 8, 2008

Call to Order

Robert Greene called the meeting to order at 2:07 p.m. with the following members present:

- Davina Jones (*Deerwood*)
- Andrea McKeon (*Downtown*)
- Lourdes Norman (*Kent*)
- Cheryl Schmidt (*Downtown*)
- Bill Ganza, (*MCCS*)
- Donna Martin (*North*)
- Faye Wisner (*Downtown*)
- Jennifer Rusnak (*Downtown*)
- John Salazar (*North*)
- Jack Chambers, Ex-Officio, (*MCCS*)

Guests: Tessie Bond, Kathleen Ciez-Volz and Lynne Crosby

Recorder of Minutes: Jennifer Stoetzer

Robert opened the meeting welcoming all of the members. He then asked that everyone introduce themselves for the benefit of the new members.

Old Business

New Faculty Institute/Mentoring Program Update:

With things postponed due to the hurricane the program will have to be altered slightly as the new faculty will already have received a lot of the information.

The mentoring program will be reviewed and finished.

Goals:

Robert would like to develop sub committee's to work on specific goals. He would like to involve faculty from the campus level to work with the Center to accomplish them.

Scholars Roundtable:

Tessie has updated the Center on the funding. There has been some conflicting information on the money and how long we will have it for. Tessie has asked Jack if he can help to get this issue cleared up. She has faculty at the two campuses that Mr. Martin will visit to assist in getting students for the campus events. For Downtown we have Linda Martin and Steve Piscitelli and for North we have Paul Stark and Cynthia Carter. Dana Thomas is contacting the Mallard Room to see if they would be able to do a lunch with the students. The spring event will visit South and Kent. Tessie has contacted Signature media to coordinate the book signing and where the books will come from. She has also asked for Mr. Martin's itinerary so that we can schedule the student meetings.

Tessie passed around a copy of the ticket with the information for the main event. She will send to all members electronically for proofing. Milt Russos will coordinate the printing.

The cost to run video feed to the side rooms at the Wilson Center is very prohibitive. We did not use any of the reserve seating last year and so we are not planning on having any feed into any of the extra rooms or the hall this year.

Beth has suggested handling tickets in one location, either the Artist Series or the Wilson Center. We need to decide how we want to do it this year.

Do we want to do the question and answer portion from the audience or from students on the stage? Last year Dana worked with the students to create questions. We could do the same this year with a class. Do we want the campus events to be done in this fashion?

Distributing tickets last year was a challenge. It is decided that we would like to have tickets available at each campus. We will have one center member in charge of working with the student activities on their campus so that they will distribute in a central location on each campus. The representatives are John Salazar for North, Davina Jones for Deerwood and South, Jennifer Rusnak for Downtown and Lourdes Norman for Kent. The tickets will be given to the Center members and they will take them to the student activities on their campus and explain the ticket log sheet. The log sheets will be sent electronically. Students on stage will not need tickets for the event. There is an occupancy limit to the theatre. Faculty will be directed to inform their students of the event and let them know where tickets can be obtained. This will not be a required event for students.

Michael Corby works on all of the press announcements and advertisement. Davina will work with him to contact other institutions and determine if there is anyone else who should receive an invitation.

If we need a book store for the book signing, we will work with Jeana.

Tessie and Jennifer will work with marketing on the flyer and program.

New Faculty Institute:

Bill is working to update the presentation since the delay with Convocation. The NFI offerings for fall have been advertised and Bill has been contacted by several folks. Two workshops are going to be taking place before the makeup Convocation. The spring offerings will be provided to the New Faculty at Convocation.

Conference Update:

We have an additional award this year for the conference. We also have an additional speaker. We have co-speakers on one day.

Bill handed out the New Exhibitor Prospectus and Application that they are using. All items are up to date and everything is on schedule.

One of the featured speakers is the Department Chair at the Mayo Clinic.

Guidelines for the poster session have changed. This can be viewed on the conference web site.

Jack needs volunteers to read the proposals and papers. This year the chair for the readers is Lourdes Norman and the other readers are Donna Martin, John Salazar, Kathleen Ciez-Volz and Andrea McKeon.

Campus Initiatives:

Phyllis Renninger would like to spread the word about grant writing. If any of the campuses would have a workshop on the subject, she would send someone to talk to the attendees.

Nancy Mullins and Cheryl Schmidt will be having sessions on each campus to discuss an issues that faculty may have and have invited the Center to participate with them.

Robert would like for each campus to hold a workshop on Information Literacy. Last year Jametoria Burton helped to coordinate this for the Center. Davina could contact her if we want to have her assistance again.

Math External Review:

A report has been produced than can be reviewed and discussed. There are many suggestions for the things that FCCJ could try to improve the developmental and college prep math programs. A handout was distributed and discussion followed.

Robert asked if there were any items from the floor. Having none, the meeting was adjourned at 3:54 p.m.