

Teaching and Learning Council Meeting Minutes

April 4th, 2018 at 1:30PM in Education 200

Present: Helene Anthony, Michelle Bunagan, Judi Cook, Brenda Leake, Amy Moyer, John Oliver (Chair), Anne Marie Maratea, AJ Richards

Excused: Bethlehem Bekuretsion

1. Review of meeting minutes from February 21st. Minutes were approved with minor revisions.
2. Chair's Report:
 - a. Our report on the Blended/Online Approval Process was shared with Steering.
3. Director of Instructional Design's Report:
 - a. CAP is soliciting testimony from faculty (and staff?) on a preliminary policy on the course approval and development process for blended and online courses. There is a Qualtrics survey for faculty/staff to give feedback.
 - b. Those faculty involved in the Kaltura pilot were supportive of the college purchasing this software. Funding has been secured for this, so there will be no break in coverage. Cook asked about expanding the use of Kaltura for non-academic uses, but it seems there is no interest in this at the current time.
 - c. A new faculty training group is starting this week (~12 faculty) and Cook is also doing one-on-one meetings to facilitate launching new classes for the summer.
4. CETL Director's Report:
 - a. Brenda is participating in the TCNJ Inclusive Mentoring Workshop tomorrow.
 - b. The two-part workshop Feb. 21 and Feb. 28 on Creating Effective and Engaging PowerPoint slides was held and co-sponsored by CETL.
 - c. The Faculty Senate invited CETL to co-sponsor the End-of-the-Year Symposium. Christine Harrington, Executive Director of the Student Success Center at the NJ Council of Community Colleges will be the speaker.
 - d. 2017-2018 New Faculty Cohort – First Fridays Series
 - i. March 2nd – Ieva Zake presented on the 1st year faculty review process.
 - ii. April 6th – Judi Cook will present on using Canvas.
 - iii. May 4th – Lean-In & Lunch with the Provost.
 - iv. June 1st – Celebratory, Collective, End-of-1st Year EXHALE!
 - e. Opportunity Gap Learning Community
 - i. Moyer went to the AAC&U Conference.
 - ii. The LC is drafting a summary document to give to the group's new leadership for 2018-2019.
 - iii. Moyer and Donald Leake are presenting at TCNJ's Diversity Summit, April 9th.
 - iv. The LC will participate in the Instructional Technology Workshop.
 - v. Moyer is presenting at the Staff Senate May 18th.
 - f. Student Feedback Learning Community
 - i. No new update.
 - g. Life-Secure Learning Community

- i. It is anticipated that Kim Pearson and Atsuko Seto will co-lead this LC. The Director, Kim, and Atsuko sent out a Qualtrics to explore faculty awareness and solicited interest in LC membership for Spring 2018. The Director needs to reach out to them regarding membership, but as of February 9th, there were 12 respondents interested in joining the LC.
- h. Collegial Connections Corps
 - i. Director will contact the Mentoring LC about presenting at the University of New Mexico's Mentoring Institute in October 2018.
 - ii. The Director will ask those from the LC to be C³ Mentoring Fellows to facilitate and assist mentor-mentee partnerships.
 - iii. Ieva Zake and the Director met on March 26th and completed preliminary mentor-mentee pairings. Leake will contact all potential mentors to confirm willingness to serve.
- i. Good Reads Initiative
 - i. All but one of the requested 92 books were disseminated.
 - ii. Due to campus closures due to snow, only 4 of the planned 7 book chats were held. Canceled book chats were not rescheduled.
 - iii. The Director will review and compile the feedback from the held sessions. Preliminary review showed that the book was well-received. One interesting suggestion included CETL facilitation of "clearness committee"-like opportunities.
 - iv. Oliver suggested that given the cancelled sessions, perhaps we consider sponsoring an event at the end of this semester or at the start of the Fall based on some aspect of *The Courage to Teach*. Leake felt that it would be too far from the 2017-2018 Book Reads to be closely connected to *The Courage to Teach*, but perhaps could be mentioned in the promo materials for such an event. Cook suggested it could be an opportunity to talk over best practices and suggested the title *GIFT (Great Ideas for Teaching)*. Other suggestions: *Sharing your GIFT, Celebration and Share, Mining in Greatness*. The event would not have a formal presentation, but would facilitate a gathering where people could share best practices, challenges we anticipate, etc. Leake will share the idea with Zake and think more about planning and budgeting for such an event.

Meeting adjourned at 2:45PM.

Minutes submitted by Michelle Bunagan.