Design Team Meeting
02/29/12

In attendance (in alphabetical order): Michael Alcee, Roark Atkinson, Rick Brown, Eric Daffron, Nicole Pacheco, Lysandra Perez-Strumolo, Ed Petkus, Maya Poran, Ash Stuart, Melissa Van Der Wall, Trish Williams

Purpose: The purpose of this meeting was for the Working Groups to report out to the rest of the Team on progress and/or challenges with their tasks. The Team discussed that the Monitoring Report for Middle States was due April 1st and asked Eric if anything further was needed for the CEC chapter. Eric reported that the CEC chapter looks good and that it shows how much the Team has accomplished and that we continue to do work that sustain our goals. The primary goal has been met; the College crafted policies and procedures for CEC and attached to those policies a learning goal and outcomes.

Integration Group (Nicole P.): Nicole asked the group for feedback on a video of “CEC in Action” for Orientation – perhaps students from the Contemporary Arts program can interview folks and put together a video (maybe earning CEC credit of their own for that project). Nicole reported success with infusing the CEC language in the Enrollment Management Events; for example, Chris Romano talks about CEC in his opening remarks. Nicole asked the group for feedback about finding a place for CEC at Orientation – perhaps the Ramazing Race event? (a pit stop with the video and CEC info) or would Welcome Week be better. The group thought Welcome Week would be best, due to the Ramazing Race having a full agenda. The Team supported that Nicole work with the Peer Leaders in First Year Seminar.

Assessment Group (Eric Daffron): Eric shared the results of the syllabi review for Spring 2012. The review proved to almost show a mirror-image of statistical results to the Fall 2011 review. Specifically, the syllabi scored low on outcome and integration. The Team brainstormed ways to help address this issue: can ARC clarify what integration is and how that works? Michael Alcee suggested incorporating various degrees of integration. Might we do a Fall 2012 workshop with faculty on this topic (see minutes under Faculty Development Group). Ed Petkus discussed the ASB template that is used and might this be something all units can consider. The ARC manual does have a sample syllabus in place, but could we suggest CEC friendly templates for all units to consider? Eric agreed to speak to the Dean’s about what he learned from sharing the Syllabi review with ARC, CWAC, and the Team today. The Team wants to connect assessment results with institutes and workshops to close the loop. <See bullet points under Student Learning from the CEC Direct Assessment Fall 2001 Results document.>

At the next Team meeting, we should talk about proposing a change to the faculty course evaluation forms to ask some simple questions such as (1) Did you or did you not have a CEC experience in this course?

The purpose is for faculty to strengthen statements on integration and student learning outcomes on their syllabi. Mel agreed that she and Maya will provide the follow up on this matter (see Maya’s e-mail to Design Team Members who are faculty).

Web-site Development Group (Rick Brown): Rick reported that the website is ready and he hopes to have this launched by Spring Break. It was agreed that once the website reaches the masses it will result in a big boost in terms of CEC outreach to all constituency groups. Mel asked that we all support Rick and his Working Group at this time and do whatever it takes to help him accomplish this task – this is our next big ticket items to complete.

Faculty Development Group (Lysandra Perez-Strumulo): Lysandra reported that the CEC Institute hosted in February was attended by 11 people who were not from the Team or from the group of presenters. We discussed continuing our outreach to faculty to promote CEC activities. Ed offered to the discussion that Lysandra did a great job organizing the event – and wished more people would have attended. The Team also discussed future FRC workshops and initiatives in progress. Lysandra started a new outreach by e-mailing a CEC Activity of the Month as a broadcast to all faculty. Perhaps future workshops for the Fall can be dealing with best practices for constructing syllabi and linking the goals?
The Team talked about concerns reaching the adjunct population. Lysandra reported difficulties in sometimes determining who the adjunct groups are per School due to the changes each semester and sometimes last minute hiring decisions that are made after the FRC training. This topic needs further attention at the next meeting and a specific plan in place for the Design Team to reach Adjunct Faculty.

Action Steps; Faculty Resource Center events planned for Fall 2012 (The Team asked Lysandra for this information post the 02/29/12 Design Team meeting and thought the information was useful to share with the Team via the minutes).

1. Designing CEC for Significant Learning. A workshop for faculty members to discuss the development of CEC learning activities using Fink’s model for significant learning.
2. Talking About CEC in Your Syllabus; How to present CEC in the syllabi and verbally in class that allows students to understand that value of CEC for their academic growth.
3. Funding opportunities for the CEC - a session that will identify financial support systems for CEC activities.

Support and Resources Group (Maya and Mel): The design for a CEC Student Award is underway with a first draft ready to be proposed to the Dean’s Council at their next meeting. The proposal asks for the award to be given out at the Honors Convocation (with a mention of the award recipient at the Annual Dinner for Student Leaders). The group decided on award criteria and suggestions for how to manage the award now (while the Design Team is in place) and how to manage the award post-Design Team. The award description also includes a faculty appointed small review committee to assess the nominations and decide on a recipient. The application and process will be shared with the Team when it is ready for public consumption.

Maya and Brittany are working with Judith J. on incorporating the CEC materials in tenure and promotion packets for consideration.