

**Idaho State University
Council for Teaching & Learning
Minutes**

Tuesday, September 8, 2009

4:00 PM

Faculty Senate Conference Room REND 301

In Attendance: Allbright, Diedrich, Enos, Gee, Groome (Chair), Hertz, Hill, Knudson, Leung, Neill (Vice Chair), Rhoads, Schou, Wong

Absent: Eley, Rudd

Non-voting: Wallace (Recording Secretary)

Guests: Alan Frantz and Phil Cole, Faculty Senate Chair and Vice Chair, respectively

1. Preliminaries and Announcements

Groome opened the meeting. Members and guests introduced themselves. Groome turned the floor over to Alan Frantz.

Frantz said the Faculty Senate would soon be asking its Councils to work on the second phase of a charge from last year; Curriculum Council had completed the first phase which was to write a statement of the overarching goals of the General Education Requirements Program. This year's task was to develop a plan for reviewing and assessing the General Education Requirements Program. Several Councils may be involved in working on this charge. The Faculty Senate still needs to decide how it wants its Councils to approach the task, but Frantz wanted to let this Council know that a charge may be forthcoming. Groome said he will contact Ken Trimmer, the chair of Curriculum Council to get more information.

2. Minutes from April 14, 2009

The members reviewed the Minutes and noted there was no mention of the election of officers and approval of bylaws via email ballots, which took place after the meeting. They asked the secretary to add an explanatory paragraph to the minutes so there would be an official record of the actions.

Approval of the Minutes from April 14, 2009 was **deferred** until the next meeting.

3. Council's Meeting Schedule and Membership List – handouts

The Council was scheduled to meet the second Tuesday of the month from 4:00-5:30 p.m. Groome asked if anyone had any conflicts with the day or time. Neill asked for clarification about the extra half hour; last year the meetings only lasted about an hour. The secretary said the change was to allow some flexibility in case a meeting goes longer than expected, mostly so that the Senate's conference room is not scheduled too tightly if another group wants to use the room later that day.

There was some discussion to clarify membership renewals and appointment terms. Groome asked members to think ahead this year as to whose terms are up, constituents who might potentially be willing to fill their seats, and who would be eligible and willing to serve as chair next year. He also plans to use the Council's Executive Committee (Groome, Hill and the Academic Affairs representative who had not yet been announced) more this year. Council business can be taken care of electronically in between meetings. Neill reminded members that although he was elected Vice Chair, he rotates off the Council this spring, since his six years (two terms) will be up. Wong said she would consider serving as Vice Chair, but wanted time to think about it before deciding.

4. Council Chair's Report 2008-09

Groome briefly recounted the business item options the Council considered last year and its decision to focus on the Advising issue and how to complement efforts of the "Be Advised" campaign. Several ideas were discussed and some concrete suggestions were chosen to work on. The other major assignment from the Faculty Senate was revising the Council's bylaws in accordance with the template supplied by Faculty Senate. That task took more time than expected, but was completed except for one small addition that needs to be made.

5. Continuing Business

Much work remains to be done in improving advising on campus. Groome mentioned several areas the Council had identified last year:

- Improve student retention, help current students find their place at ISU
- Train faculty to be more effective advisors
- Develop guidelines and strategies for departments and programs to follow; this will help ensure more consistency in advising across disciplines campus-wide
- Promote recognition of advising as an important aspect of faculty workload; it should be included in merit and performance evaluations

Hertz said she thought the Council could be very effective in dealing with multiple tasks by creating subcommittees to work on them. As the Director of Advising she would welcome the Council's help with advising issues this year. The upcoming Majors and Minors Fair needs faculty members to participate in helping undecided students choose a major that suits their interests and talents. Faculty input on how to improve the Advising Web Page would also be appreciated. She would like to implement a faculty training program, and would need faculty help with that. She plans to meet with Academic Affairs to find out what rules, advising standards and guidelines would need to be followed. That information would ultimately be published on the Advising website.

Discussion ensued about possible ways of rewarding faculty who are effective advisors, how many students per faculty member constitutes a reasonable advising load, how to create incentives for faculty to make advising a higher priority, and similar issues. A huge impediment to undertaking many worthwhile and necessary activities is that faculty do not get any credit or recognition for their efforts.

Groome asked Council members to assess their own interests and what they think is important enough to work on this year. He would like input from everyone before any decisions are made. Several members gave their various opinions and discussed strategies for approaching the tasks. Neill advocated for subcommittees, since they can work on the details and bring recommendations to the Council to consider. Groome asked members to send him an email listing three advising topics in priority order they were most interested in working on. Hertz will investigate advising literature and look for ideas and methods that may be useful for the Council to consider.

The secretary reminded members that the Council Chair's report had not yet been approved. Enos pointed out some minor spelling corrections.

ACTION: Hill moved **to approve the 2008-09 Council Chair's Report with the corrections.** Seconded by Neill. No discussion. **Passed** unanimously.

6. Adjournment: 5:13 p.m.

Respectfully submitted,

Catherine Wallace
Administrative Assistant 1
Faculty Senate

Approved by Council for Teaching and Learning: November 10, 2009
Accepted by Faculty Senate: November 30, 2009