

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

Tuesday, February 16, 2010

4:00 PM; Faculty Senate Conference Room REND 301

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

Excused: Pearce, Rudd

Absent: Albright, Eley, Leung, Turley-Ames

Non-voting: Wallace (Recording Secretary)

**1. Discussion and Approval of Minutes from January 12, 2010**

Following a few minor corrections to the minutes for present, absent or excused, and abstentions, the Minutes for Jan 12, 2010 were offered for approval.

**ACTION:** Moved by Neill and seconded by Schou **to approve the minutes of** January 12, 2010. The motion **carried with unanimous approval and two abstentions.**

**2. Reports from Sub-Committees and Discussion**

**Advising Strategies, Sub-committee leader Joann Hertz**

Mark Neill introduced Sheldon Harris, a graduate student in the College of Education, Department of Educational Leadership and Instructional Design. JoAnn Hertz informed the Council that the Advising Website is being created and will be proposed to be included on the Idaho State University homepage with links to five categories:

- Undergraduate Student
- Graduate Student
- Faculty Advising Resources
- Help for Parents and Families
- High School Counselors

She explained the nature of the links and navigation here and its link to the Website maintained by the Advising Center.

Harris then gave a presentation on the progress of the Advising Website for the College of Education, using the new template for Idaho State University. Mark Neill noted that he has asked the faculty in his department for feedback for what they would like to see included on this website, and that work was underway to allow viewing of student grades when posted, on this website.

Cindy Hill said that she has talked with Chris Hunt in the Registrar's Office about the implementation of Banner, which will perform some of these tasks automatically, and that the target date for implementation is Fall 2011.

Sue Schou asked about the usefulness of including "Transfer Day" information for students for example from Wyoming coming to the College of Business, and JoAnn said she would look into that possibility.

Questions about the mechanics of construction of the website were answered by Harris, who noted that this version was created in DreamWeaver and that the version(s) created for College of Education and / or Advising Center could be provided in template form to other departments on campus.

Jim Groome suggested including a statement in the CTL year-end report to the effect that the Council encouraged departments on campus to include this template in their websites.

Groome asked about a mechanism through the website to monitor graduate student progress. Mark Neill noted that there exists a 'Plan of Study' for courses expected to be completed, and a 'Program of Study' at the year's end to document course completion. The merit of including these into the advising website and its possible redundancy with Banner were discussed.

Groome asked about links for non-traditional students, including veterans. Hertz and Neill said that the mechanism(s) for links for these students was a topic of current discussion for their subcommittee. Leung suggested a link for graduate students. Hertz noted that with all of this new information for the Advising Center Website, it was important to have University Relations review the site for compliance with existing website information, links and documentation.

Maria Wong said that it was important that their subcommittee come to a tangible conclusion to be included in the annual report, and not allow for loss of momentum on this topic over the summer, and to utilize existing resources such as Harris' work, while available to the CTL.

### **Phase III Activities, Sub-committee leader Jim Groome**

Groome noted that the University Task Force has begun its work on Phase III, with scheduled meetings from 1-3 PM each Tuesday for the remainder of the spring 2010 semester. He noted that Phase II is not yet complete but that the Task Force has begun its work. Groome said that the charge for this Task Force was specific to Phase III, which is program assessment, and Catherine Wallace noted that she would check on the specifics of the charges and requests for members for Task Force or Council work on Phase II and III.

Groome noted that in each of the first two meetings of this Task Force the issue of Advising has been brought to the table, and that he has informed the members that

this Council is presently working on several aspects of Advising in CTL. The possibility of JoAnn Hertz attending an upcoming meeting to discuss the progress and how it might help in the work on Phase II was raised.

**Recognition and Merit for Faculty Advising Activities, Sub-committee leader Cindy Hill**

Hill presented the 3 major sections of the University Workload Policy that describe 'instructional activities'. A discussion followed on how departments might implement advising into 'instruction' and the difference, if any, in 'teaching' and 'instruction', with regards to how advising activities might best be included in this language for the Workload Policy. It was decided to pursue this topic in more depth at the next CTL meeting in the interest of time.

Mark asked that we correctly name JoAnn Hertz as subcommittee leader for Advising Strategies on future CTL agendas.

**5. Adjournment: 5:07 p.m.**

The next Council meeting was tentatively scheduled for 4 PM, **Tuesday March 9, 2010.**

Respectfully submitted,

Jim Groome, Chair, Council for Teaching and Learning  
Catherine Wallace Administrative Assistant 1, Faculty Senate

Approved by Council for Teaching & Learning: March 9, 2010  
Accepted by Faculty Senate: March 15, 2010