

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

Tuesday, December 7, 2010 4:00 p.m.  
Student Success Center REND 329

In Attendance: Hill, Hertz, McCarthy, Mousavinezhad, Womack, Wong (Chair)  
Excused: Gee, Rhoads, Wallace (Recording Secretary)  
Absent: Hunt, Moulton

**1. Approval of Minutes for November 9, 2010**

**ACTION:** No official action taken due to lack of a Quorum (only 5 voting members present).

**2. Approval of 2009-2010 Annual Report – Workload Policy piece**

Faculty/Staff Handbook changes in the Workload Policy revisions have been made by the CTL.

**ACTION:** No official action taken.

**3. Role of Council for Teaching & Learning in revised governance structure:**

Wong spoke with Barbara Adamcik regarding this issue, but it is still not clear. Wong also was informed that an official CTL representative would be welcome on the University Retention Steering Committee on which Hertz and Hill already serve.

**ACTION:** No official action taken.

**4. Subcommittees:**

a. Online Advising Subcommittee: Hertz reported that a Template for Advising with a checklist was completed by this subcommittee last year. She recommends that every department/college utilize that same format, take ownership & responsibility for customizing/updating it, & post it on their websites. She suggested that the websites' locations should be standardized for all of ISU, perhaps with a prominent position on each department's/college's navigation bar. It was also strongly suggested that there be one designated dept/college representative responsible for yearly updates and for notifying Central Academic Advising when this is completed.

b. Faculty Training Subcommittee: Womack suggested that with the new Banner system, faculty & TAs need continuing seminars/retraining classes on utilizing this system, especially in communicating with Moodle. Marjanna Hulet should be consulted regarding Tiger guide (Banner) training. It was also advised that faculty be directed to the User's Guide to BengalWeb and the Faculty Advising sections.

c. Faculty Development Subcommittee: Mousavinezhad recommended monthly Faculty Academic Forums for faculty to discuss topics/issues that could be explained/clarified. Some issues that were suggested were research legal concerns-signing outside contracts and finding INL & possibly some national speakers to address other faculty interests. It was reported that the Provost has taken back official faculty development, after the Center for Teaching & Learning was dissolved by him.

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

The next meeting was scheduled for **Tuesday, January 11, 2011** at 4:00 p.m.

Respectfully submitted,

Michael D. McCarthy  
Faculty Senate Representative

Catherine Wallace  
Administrative Assistant

Approved by Council for Teaching & Learning: January 18, 2011

Accepted by Faculty Senate: January 24, 2011