Center for Teaching and Learning

Faculty Update

August Community Faculty Orientation

The Metropolitan State University Center for Teaching and Learning will be holding a Community Faculty Orientation on Tuesday, Aug. 9, from 6-9:30 p.m. on the Saint Paul Campus, Library and Learning Center, Room 302. The orientation provides recently-hired community faculty members the opportunity to meet with other community faculty members and ask questions of Metropolitan State University’s key support people and their services.

If you are a recently hired community faculty member who was unable to attend a previous orientation and wish to attend August’s orientation, contact Sam Erickson at 651-793-1774 or samantha.erickson@metrostate.edu to register.

Summer/Fall St. Paul CTL Center Hours

Summer and fall hours for the Metropolitan State University Center for Teaching and Learning in St. Paul will be the same as the hours for the Library and Learning Center. Building hours for the Library and Learning Center may vary during semester breaks and holidays, but current times can be found at www.metrostate.edu/library/location.html.

The building hours for summer are:

- Monday-Thursday 8 a.m.-10 p.m.
- Friday-Saturday 8 a.m.-5 p.m.
- Sunday 1 a.m.-5 p.m.

The St. Paul CTL is always open to faculty members who need a space to prepare for classes or to reserve for meetings. We have two computer work stations, a meeting space and a telephone available for your use. We are located on the first floor of the Library and Learning Center, Room 131. During the summer the CTL has staff support Monday-Thursdays, noon-5 p.m. If you wish to reserve the center for meetings, please contact Sam Erickson at 651-793-1774 or samantha.erickson@metrostate.edu.
Fall and Spring Seminars and Workshops

Over the fall and spring semesters, the Metropolitan State University Center for Teaching and Learning offered a series of successful workshops and seminars. We are now preparing for fall semester seminars and workshops.

Seminars tentatively planned for the upcoming academic year include: Developing a Faculty Designed Independent Study (FDIS), Developing Theory Seminars, and Multicultural/Diversity Seminar.

Workshops planned to be available to faculty in the upcoming academic year will cover topics such as: detecting and handling plagiarism, assessing prior learning, and assessing student learning.

If you have any additional ideas or suggestions for seminars or workshops to be offered by the Center for Teaching and Learning, contact us at 651-793-1774 or ctl@metrostate.edu.

Fall Faculty Conference – September 24th

Mark your calendar! The Fall Faculty Conference will be Saturday, Sept. 24 on the Saint Paul Campus from 8 a.m.-1:30 p.m. The conference theme is Desire to Teach / Desire to Learn. The Conference Call for Proposal form found in this Update or at www.metrostate.edu/ctl may be submitted at any time but no later than Monday, Aug. 29. If you have any questions or suggestions contact, the CTL at 651-793-1774 or ctl@metrostate.edu.

University Picnic – August 25th

President Bradshaw will host the University’s annual picnic on Thursday, Aug. 25 on the front lawn of the Saint Paul Campus, 11 a.m-1 p.m. In the event of bad weather the picnic will be in the Great Hall. Community Faculty are encouraged to attend and take the opportunity to meet with fellow university faculty and staff. If you would like to attend the picnic, RSVP no later than Aug. 15 with Leanne Derry by phone 651-793-1901 or at leanne.derry@metrostate.edu.

Professional Development Grant Application:

Please note that Faculty Professional Grant Applications for fall are due Sept. 14. See information on pages 3-6 in this Update. Spring applications are due Jan. 27, 2006.
Resident and Community Faculty Professional Development Grants
Article 19, Section A
Article 10, Section J, Subd. 4
Fall Application Deadline: Wednesday, Sept. 14, 2005

Amount for Distribution

The amount available for professional development funds will be based on the current collective bargaining agreement. One-half to two-thirds of the awards will be distributed in the fall and the remaining in the spring.

Timetable

Sept. 14, 2005          Application from faculty member to appropriate college/school Faculty Issues Committee representative
                        Contact College/School Office Manager for current committee representative:
                        College of Arts and Sciences: Diana Reichel 651-793-1442
                        College of Professional Studies: Susan Maijala 651-793-1332
                        College of Management: Joseph Rockers 612-659-7279
                        First College: Lorri Skwira 651-793-1782
                        School of Nursing: Brenda Wood 651-793-1380
                        School of Law Enforcement: Renee King 651-999-5883

Sept. 23, 2005          College/school faculty committee award recommendations to appropriate Dean
                        NOTE: Only those awards recommended are forwarded to the next review level.

Oct. 5, 2005            Deans’ Council award recommendations to Provost

Oct. 14, 2005           Provost/Academic Affairs Vice President award recommendations to President

Oct. 26, 2005           Announcement of awards

Jan. 27, 2006           Application from faculty member to college/school Faculty Issues Committee representative

Feb. 8, 2006            College/school faculty committee award recommendations to appropriate Dean

Feb. 17, 2006           Deans’ Council award recommendations to Provost

Feb. 24, 2006           Provost/Academic Affairs Vice President award recommendations to President

March 3, 2006           Announcement of awards
Recommendations

If a grant is not funded, the Dean/Executive Director will meet with the faculty member to discuss reasons and possible future proposals. The faculty member may also choose to meet with his/her college/school Faculty Issues Committee representative.

Criteria

The purposes of professional development grants are to encourage continued scholarly growth and other creative activities and to assist faculty members in enhancing their professional competence in areas related to their work at Metropolitan State University. Grants to community faculty are limited to those community faculty represented by the Inter-faculty Organization, that is, faculty who teach at least one, three-credit course during a fiscal year and are not in another state agency bargaining unit.

Professional development grants will be judged on:

- (for community faculty) the faculty member's availability for future teaching and the university's anticipated use of that community faculty;
- relationship to the faculty member's present or future work at Metropolitan State University;
- the extent to which it demonstrates scholarship and represents new learning;
- the amounts, dates and purposes of past awards received by the faculty member (an attempt will be made to support activities for as many faculty as possible and priority will be given to applications from faculty members submitting their only application for that fiscal year); and
- the professionally recognized quality of the proposed activity (such as, research, conference, workshop).

Possible activities

Examples of possible activities include but are not limited to:

- conducting research;
- pursuing continued study related to new learning and/or research;
- delivering papers at conferences;
- attending seminars, workshops, or courses; and
- traveling or obtaining materials for continuing study or research.

In general, professional development funds will not be awarded to:

pursue graduate degrees, or
reimburse faculty for their time.

Reimbursement

All expenditures must be preapproved. Requests and expense reports for professional development funds must be forwarded to the deans who will forward them to the Office of the Provost/Academic Affairs Vice President. Detailed information on how to request reimbursement can be found in the Reference Manual.
Metropolitan State University
Resident Faculty Professional Development Grants

Name_________________________________________________________Date_____________________

Number of years at Metropolitan State as a full-time or tenure-track faculty _____ Rank_______

College/School________________________________________Department_____________________

Amount of funding requested for Professional Development Grant $_____________________

Please attach your application to this cover page. The application should include:

1. a description of proposed activity, including timeframe and location;

2. an itemization of expenditure;

3. an explanation of how the project relates to your work at Metropolitan State University and how it will benefit you and the university in subsequent work; and

4. a list of the date(s) and amount(s), and purpose(s) of previous professional development grants.

Requestor Signature________________________________________Date_____________________

The following signatures indicate approval. Requests will not be forwarded without previous approvals.

Faculty Review Committee________________________Date_______Amount $___________

Dean________________________________________________________Date_______Amount $___________

Provost_______________________________________________________Date_______Amount $___________

President_______________________________________________________Date_______Amount $___________
Metropolitan State University
Community Faculty Professional Development Grants

Name_________________________________________Date__________

Address_________________________________________________________

College/School_________________________________Department___________

Number of years as a Metropolitan State community faculty member____________

Courses taught at Metropolitan State over the past three years____________________

_____________________________________________________________________

_____________________________________________________________________

Amount of funding requested from Professional Development Funds $___________

Will you receive funding for this activity from another source? No Yes Amount _____

Please attach your application to this cover page. The application should include:

1. a description of proposed activity, including timeframe and location;

2. an itemization of expenditure;

3. an explanation of how the project relates to your work at Metropolitan State University and how it will benefit you and the university in subsequent work; and

4. a list of the date(s) and amount(s), and purpose(s) of previous professional development grants.

Requestor Signature (*I am represented by the IFO)____________Date__________

The following signatures indicate approval. Requests will not be forwarded without previous approval.

Faculty Review Committee____________Date_____Amount $________

Dean______________________________Date_____Amount $________

Provost______________________________Date_____Amount $________

*To be represented by the IFO, faculty cannot be represented by another state bargaining unit and must teach at least one course within an academic year.
Introduction

Why do you teach? What has inspired you? What are some best practices in teaching that you can share with others? How do you consider the learning needs of students when teaching in the classroom, online, or by independent study? These are only some of the questions that are suggested by this year's Fall Faculty Conference theme, “Desire to Teach/Desire to Learn.”

We hope you will consider the broad implications of the theme and submit a program proposal either individually or in collaboration with your colleagues. You may also wish to invite some students to be a part of your proposed program. As Metropolitan State University examines its mission and vision for the future, we recognize that good teaching that is responsive to diverse student learning needs and goals will be at the core of this institution.

Call for Proposal Cover Sheet

Proposed program title: ____________________________________________________________

Lead presenter: __________________________________________________________________

Lead presenter phone and email: ____________________________________________________

Department affiliation: ____________________________________________________________

One-hour session format: ___ Individual ___ Panel ___ Demonstration

Attach a separate page with:

A. Brief description (include how the participants will be involved)
B. Primary objective and expected outcome(s)
C. Other presenters and their title/affiliation

Technology needs: __________________________________________________________________

Submit proposal by mail or complete the online proposal form at www.metrostate.edu/ctl by Aug. 29, 2005. Proposals not accepted for the conference may be considered for the 2005-2006 CTL workshop series.

Mail to:

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Center for Teaching and Learning
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Saint Paul, MN 55106-5000