

**Center for the Advancement of Teaching and Learning &
Southeastern Center for Cooperative Learning**

2008/2009 Meeting 2
DNT, Center Office
September 22, 2007

Call to Order

Robert Greene called the meeting to order at 2:12 p.m. with the following members present:

- Davina Jones (*Deerwood*) Donna Martin (*North*)
- Andrea McKeon (*Downtown*) Faye Wisner (*Downtown*)
- Lourdes Norman (*Kent*) Jennifer Rusnak (*Downtown*)
- John Salazar (*North*) Cheryl Schmidt (*Downtown*)
- Bill Ganza, International Conference (*MCCS*)

Guests: Tessie Bond

Recorder of Minutes: Jennifer Stoetzer

The minutes from the last meeting have been tabled until the next meeting.

Old Business

Scholars Roundtable:

Tessie distributed notes from the previous meeting so that all members would be up to date on information. Tickets will be ready today and Tessie will pick up tomorrow. Sixty tickets for Administration, Center Members, Board of Trustees, faculty helping on the campuses, etc. Tessie received an email from Dr. Wallace stating that he will be unable to do the opening of this Scholars Roundtable, instead Dr. Green will open the evening. Tessie will write a script for use. There are 70 tickets for Downtown and North and 150 for Kent and South/Deerwood. The ticket log sheets were distributed to members working with the Student Activities office. She asked that the members explain how to complete the form.

The flyer that we developed and a copy of the email regarding the event were distributed to the members to review; we will update any corrections and hopefully send out to all faculty electronically tomorrow. Tessie distributed a copy of communications between Davina and Michael Corby regarding media opportunities. This information has been sent to Signature Media, as there are several concerns that we don't have any information on.

Roland Martin is sending his own books down for the book signing. Tessie will get in touch with Jack's office to see how we will be handling this.

Tessie will be picking Mr. Martin and providing his transportation while he is in town. He will be at Downtown at 9 a.m. and at North at 11 a.m. Dana is still working on the arrangements for lunch at North. After he is finished at North Campus, Tessie will take him back to the airport. Tessie has not finalized with Cynthia Carter and Paul Stark yet. She wanted to have as much information as possible before trying final arrangements are made.

Tessie is going to work with Jennifer Stoetzer to get a program created this week. Thursday they will be meeting with Beth Harvey at the Wilson Center regarding arrangements there for Mr. Martin, the press and tables to do the tickets and book signing.

We will need to know what Center members are going to be at the event to help with collecting tickets, handing out programs and so forth.

Jack spoke with Yvonne Horner regarding the funds for the program and if they can carry over until 2010. Yvonne has agreed that they could, but Dr. Green has said that they may have to cut our funding due to the cuts that education has taken in the past year.

Tessie received an email from Patti, Dr. Wallace's assistant and some of the board members have requested tickets. UNF has not been contacted yet. Michael Corby has indicated that he is willing to contact the other colleges and universities in the area. They will come to one of our campuses to pick up tickets if they are interested.

Ticket will come in today to Milt Russo's office. Tessie can pick them up tomorrow. Tickets will be held at the Martin Center and Tessie will pick up Kent, Robert for North, Davina for South and Deerwood, Jennifer Rusnak for Downtown. The tickets were due to be done this past Thursday, but the printer forgot to do the back of the ticket. They had already cut them and had to reprint. Tessie will send the final draft of the email and flyer to Jennifer Stoetzer to send out all profs.

The Center membership has agreed to have a mini meeting on October 6th to attend to any last minute details for the Scholar's Roundtable event. Tickets will be available until noon on Friday, October 3rd. Friday at noon, the Center member who is working with the tickets will email Tessie and let her know how many tickets are available so that she can send that information to Beth Harvey for any inquiries she may receive.

Conference Update:

List of Center members who will review the papers and proposals for the conference was given to Jeana. We still need exhibitors. If anyone has anyone, please contact them and see if they would be willing to attend. There is a new feature that if someone wants to provide a flyer or item for a bag that will be handed out to all attendees, we will do so for a small fee. The conference is in negotiations for the 2010 conference.

Campus Workshops:

The Center need to hold 8 campus based workshops and 4 college wide workshops. We would like to do 2 campus based on each campus and 1 for each campus to hold that is college wide. Please send any ideas or suggestions to Robert. Some ideas for possible workshops were discussed.

GenEd Taskforce:

Lourdes will give updates on the GenEd taskforce as appropriate. There is an ePortfolio's workshop coming up. There will be an announcement when all details are finalized.

Faculty Senate:

Cheryl Schmidt is the VP of the faculty senate and she will give the Center updates as appropriate. The faculty senate has not met since our last Center meeting, so there is no new information.

Speakers Bureau:

There has not been much interest generated on the survey. Donna let us know that North Campus will be having their own and she will give us updates as appropriate. Robert will try to find any information related to Kent Campus activities that are similar.

Adjunct Orientation:

There is no standardized orientation for the adjunct faculty. We need to work to help get this standardized.

Mentoring:

The mentoring program still needs a couple of mentors. Robert will be finishing this up in preparation for Convocation.

Mini Grant Guidelines:

Robert will need to check with Nancy to see if any money is available for mini grants this year.

Robert will send out an email to see if anyone has any items for the agenda. He asked that Center members would look at the website and see if there is anything that needs to be updated. Robert asked for information on the faculty awards. The Center members provided Robert with some general information. With no other items from the floor, the meeting was adjourned at 3:46 p.m.