

In Attendance: Zarina Blankenbaker, Mary Darin, Becky Jones, Joe Perea, Jenni Gilmer, Mike Miles, Dwayne Carter, Zannah Nguyen, Charles Lundin, Claudia Goodson. **Ex Officio:** Jean Conway.

Topic	Presenter	Discussion Highlights	Decision	Follow Up Action
Invitation to Focus	Zarina Blankenbaker			
Review of Minutes	Claudia and Council members		The minutes of the last meeting were reviewed and approved.	February minutes were corrected and posted on web page. We had discussion if member list should be put on website. Claudia will follow up to get the 2005 updated list of council members posted on our website.
Featured Teaching Practices Nomination Process	Zarina, Dwayne and Council Guest Jenni Gilmer	<p>Improve nomination process and showcase nomination process for Fall and Spring. Discussed the advantages of not having a Spring 2006 ceremony because it falls too closely to our last ceremony in Feb. 2006. May be prudent for CTL to hold its Fall ceremony during the week of Nov 13 pending Steve's availability.</p> <p>Jenni suggested that nominations could be done electronically or posted on our website. The nominations on the web-site could be sent directly to Jenni. Jenni would be willing to be a part of the Council and oversee this process.</p> <p>Jenni suggested we do a write-up</p>		Jenni will investigate this forum.

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		<p>on the nominated awardees by working with web staff to edit, and promote internal marketing. Also have an ad in ThunderBridge to promote nomination form. Could also solicit nominations via e-mail but a Council member would have to type it up for Jenni.</p>		
CTL Web Page	Dwayne and Council	<p>Internal and external ways to provide a link to our webpage. Is it required for minutes to be posted on our website?</p> <p>Council looked at other websites for ideas on how to update our website. News and general activities, history of council, tips for teaching practices, awards and teaching and learning center, TOLI and VOE combined, journal links, funding and teaching resources. Could Learning and Innovation Abstracts be posted using PDF files? ThunderBridge link to our webpage.</p>	<p>Need to call our web master. Go to Teaching and Learning Centers to view other sites. Key items for website: email links to current members, members list with pictures, showcase the “Ask Me Table” and Faculty Appreciation Week, streaming video from ceremony, ThunderBridge links to our site, resources, tips and teaching practices.</p>	

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<p>Faculty Student Engagement Taskforce: Brief Update</p>	<p>Joe Perea</p>	<p>John Barrett was asked to chair this committee and it meet every week for one hour. Two subcommittees were formed. One committee to: Analyze what is done at Richland-survey to random faculty. Second committee does benchmarking for Institutional for Best Practices—Austin Community College.</p>	<p>Joe was thanked for the report</p>	<p>John Barrett will be invited too when the taskforce is ready to share the findings.</p>
<p>Faculty Appreciation Week: Sub-Committee Assignments</p>	<p>Zarina and Council</p>		<p>Table until next meeting because we did not have enough members present for a discussion.</p>	<p>To look at the list of tasks and to decide which tasks we would like to assist in completing.</p>
<p>Membership Rotation Procedures</p>	<p>Zarina and Council</p>	<p>Streamline membership rotation. To poll members each year to see if they want to continue on Council. Should we have a voluntary rotation? Where do we have departmental gaps in Council membership and they need to be identified.</p>		<p>Decision will be made at the next meeting.</p>

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<p>Future Meeting Dates</p>	<p>Zarina and Council</p>	<p>April 19th is not a good date for our next meeting due to Baldrige ceremony in Washington, D.C.</p> <p>Do we want to meet during the summer months? Do we want to meet on Wednesday, May 3 during finals week (May 8-11)? Wednesday, August 16 or 30 (Adjunct Convocation Thursday, August 24th) Wednesday, September 20 Wednesday, October 18 Wednesday, November 8 (finalize plans for Faculty Appreciation Week) Faculty Appreciation Week: November 13-17 Featured Teaching Practice Ceremony-Wednesday, November 15?</p>	<p>April meeting is tentatively set for Friday, April 21 April 28th. Zarina will send out e-mail asking for best date to meet.</p>	<p>Will make decisions on meeting dates at April meeting.</p>
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