

Topic	Presenter	Discussion Highlights	Decision	Follow Up Action
Invitation to Focus on Mission of CTL	Zarina	Invitation to Focus on Mission of CTL		
Introduction of New Members & Guests	Council Members	Roster of all members were given to each attendee that denoted new members in blue ink, returning members in black ink, rotating off members in red, and listed the ex-officio members. Everyone went around the table and introduced themselves, telling how long they had been members of the Council, and their position with the College.		
Review of Minutes	Zarina	Minutes from May 3, 2006 meeting were reviewed and approved.		Minutes will be sent to webmaster for posting on CTL website
Rotational Role of Secretary	Zarina	Claudia Goodson, Secretary is no longer going to be able to be secretary due to her new role in Educational Transitions. Zarina asked for a volunteer to replace Claudia as Secretary. As no one volunteered, Zarina asked if the Council would agree to rotate the responsibility of taking minutes by going down the	The Council agreed and the first name on the list to take minutes of this meeting was Cindy Berry. The minutes will be completed by Cindy and forwarded on to Zarina	After the Council has approved the minutes from the previous meeting, Zarina will ask that minutes be posted on the CTL web-page.

		<p>roster and the next person on the roster would be responsible for taking the minutes at that meeting.</p>		
<p>Faculty Appreciation Week Activities Planning: Sub-committee Reports</p>	<p>Council Members Guests: Liliana Ponce representing SPAR & Larry Polk representing Phi Theta Kappa</p>	<p>Joe Perea presented the Activities Subcommittee report: Appreciation Breakfast & Mid-Afternoon Snacks. Larry Polk reminded Council that there was a lot of waste last year and with the budgetary cuts we can not afford to have any waste. Zarina recommended there be one purchasing point and one distribution point. Discussion of using the SPAR coffee makers and possibly SPAR's popcorn machine. Discussion of which days and times to have snacks. Discussion of correct room numbers be given this year to assure best delivery locations for snacks. Much discussion regarding favors. Liliana commented that the favors & sponsorships have to come from the College Clubs – as their decision of what to do being based on their individual budgets:</p>	<p>Activities Subcommittee: Not having any snack that can easily spoil. Coffee & donuts will be delivered to each division on both Tuesday AM, 11/14 & Wednesday AM, 11/15. One purchasing point and one distribution point – SPAR. Zarina will provide Phi Theta Kappa with the appropriate division names and room numbers for ease of delivery of snacks. PM snacks will be cookies and coffee. Proclamation will be sent electronically.</p>	

		<p>(tangible item(s) or supply a service. Zarina gave total number of faculty: adjunct faculty – 901; full time – 136 for a total of 1037. Discussion of obtaining outside sources to sponsor favors; recommendation that Delores Elder Jones would be the best person to have lead this endeavor and to think about more seriously for next year – it is probably too late to do for this year. Discussion of whether favors will be given or not. Discussion of how best to deliver the Proclamation. Joe reminded Council of one of the reasons Faculty Appreciation Week was started in the first place – to promote “Excellence in Teaching” award. A lively discussion pursued regarding the various avenues to promote this more widely (bulletin board in El Paso hallway where students could write a note & post it to a teacher of their choice; temporary wall of honor; having a power point presentation at various locations around</p>	<p>Zarina will put together a list of every activity that needs to take place and distribute it at the next meeting. Club sponsors and student government will be responsible for the drawing(s) that will take place each day for a faculty member to receive a gift. Minimum of one drawing per day the week. If more gifts can be obtained, more drawings will take place. Featured Teaching Practices Ceremony will be at 2:00 on Wednesday, 11/15 and a band will play at the ceremony. This date and time is on Steve Mittelstet’s</p>	
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		<p>campus with the student government manning; lively discussion of listing all faculty & logistics of where & how to present).</p> <p>Sponsorship Subcommittee report: Mary Darin lead. Discussion: CTL members feel free to denote gifts for drawings; next year obtaining outside sponsorships will be considered and asking Delores Elder Jones to help; College clubs and student government will be highly involved; various entities to be considered for donating gifts.</p> <p>Promotion Subcommittee report: Dewayne Carter lead. Gary Duke asked for favorite comments by teachers from all RLC staff. Discussion of asking students to be sure to send emails or notes to teachers that have favorably affected their lives and education. Further discussion regarding display board by bookstore. Discussion of how to involve RLC</p>	<p>calendar. Musical/Choral performances will be held throughout the week and dedicated to all those who teach. There will be a video showcasing the 2006 Excellence in Teaching Ceremony played during the week this year.</p> <p>Sponsorship Subcommittee: Council members to donate items for drawings if they desire. Further solicitation for gifts from bookstore, cafeteria, etc. will take place by the sponsorship committee. Thank you notes will need to be sent to sponsors. The College Clubs will make</p>	
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		<p>Chronicle & Thunderbridge to help promote. Discussion of using Multimedia students to make the decisions on which quotes to use and to design artwork for the posters to be displayed. Use of using email heavily to promote. Discussion regarding emailing to RLC each day a quote of the day for each day of Faculty Appreciation Week. A discussion of putting a power point slide together to showcase the recipients for the past 5 years of the Excellence In Teaching award.</p>	<p>the decision of how they wish to participate in the week with the recommendation they look at more tangible ways to show their appreciation vs. nontangible. Larry Polk, Liliana Ponce, and Keome Rowe will meet with the Clubs and report in October to the Council.</p> <p>Promotion Subcommittee: Multimedia students will make decisions on which quotes from staff to be presented and will design artwork to collaborate each quote. Email of a quote per day of week during the week. Dwayne Carter will be responsible for</p>	
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			<p>the design of the listing of each faculty member on one document and get the document to Jenni Gilmer. Jenni will be responsible for publishing in the Thunderbridge and asking the Chronicle to publish. She will also check to see if <i>Quick</i> and <i>The Decoy</i> will publish, along with the <i>Dallas Morning News</i>. Zarina will be responsible for providing all of the names of faculty for Dewayne.</p>	
<p>Honoring Past Council Members</p>	<p>Zarina and Council Members</p>	<p>Zarina recognized Melinda Weaver and Kimberly Lester-Booker for their years of service on the Council and announced that the wonderful table of food was in Melinda &</p>		

		Kimberly’s honor. Zarina announced Melinda’s recent promotion to Dean. Mary Darin presented both ladies with Certificates of Appreciation.		
Review of Future Meeting Dates and Next Meeting Agenda	Zarina	Each member was given a copy of the remaining dates for the rest of the academic year and asked to put on their calendars. A discussion regarding how the selection of the Excellence In Teaching award should be done.	Jenni Gilmer, Becky Jones, and Keome Rowe will meet to organize the procedures for the Council to use in selecting the recipient of the Teacher In Excellence award. Continue discussion of planning activities for Faculty Appreciation Week.	

Future Meeting Dates:

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 (on Steve’s calendar)

Wednesday, December 6 – Debriefing of Faculty Appreciation Week and Semester Activities

No meeting in January

Wednesday, February 14, 2006

Wednesday, March 14, 2006

Wednesday, April 11, 2006

Other Items: Roy Bond initiated a discussion regarding there isn't any consistency of what the Featured Teaching award is being called and reminded that Steve was adamant the word "best" or "exemplary" not be associated in any way with the name of the award. Jenni Gilmer asked that the Council please keep in mind that they are still accepting nominees for the Student Wall of Honor award until October 3. The form is on the website.

Adjournment and invitation to help themselves to the table of refreshments in Melinda and Kimberly's honor.