

Members present: Zarina Blankenbaker, William Matter, Liliana Ponce, Judy Guerra, Claudia Goodson, Dwayne Carter, Mary Darin, Becky Jones, Chuck Lundin, and Ora Howard

Topic	Presenter	Discussion Highlights	Decision	Follow Up Action
Invitation to Focus on Mission of CTL	Zarina and Council Members	Zarina invited members to focus and reflect on CTL mission.		
Review of Minutes	Council Members	Read and reviewed minutes from October meeting. To be consistent in recording the names of nominees the first name (Maria) was added to Rojas. Becky Jones moved that the minutes be approved and Claudia Goodson seconded. Ora agreed to be the note taker for this meeting.		
Preparation for Featured Teaching Practices Ceremony November 15 @ 2:00pm	Council Members	The Featured Teaching Practices nominations checklist was reviewed by Zarina.	Jenni Gilmer will write letters to be read and Bill Matter will edit. The finished text will be submitted to Bobbie Harrison for plaques. Dwayne Carter has notified nominees of event and the deadline for photographs with John Pollock. Zarina has notified by e-mail those who were nominated but not selected. Cake, punch, table (includes skirt) -- set-up/serving were ordered from Great Western Catering. Facilities request for table, podium. Delete chairs from the	

			<p>request. Microphone from Media requested. Will request plant for table from Horticulture. Zarina will contact Joe to ask if he needs microphones for music from media. Liliana, Keome, Claudia and Ora will be available before and after to monitor set-up before ceremony and breakdown following ceremony. Keome, Judy and Liliana will present and read plaques for awardees. Dwayne will handle plaques of prior winners to go to faculty breakroom. Invitation will be extended to winners to speak at adjunct faculty training.</p> <p>Zarina reviewed draft of program for Featured Teaching Practices Ceremony. Steve, Kay, David and Jean are unavailable to make presentations. Tony Summers will make the presentations. Keome, Liliana and Judy will read letters to recipients. Dwayne and Chuck will hang plaques. Mary will make closing remarks and extend invitation for refreshments.</p>	
<p>Finalize Planning for Faculty Appreciation Week</p>	<p>Council Members Guests: Larry Polk/ SPAR</p>		<p>Zarina led review and discussion of final plans for Faculty Appreciation Week. The Proclamation from Dallas Mayor's Office has been sent.</p>	

			Zarina has spoken to Larry Polk regarding refreshments. PTK and student club funding is limited this year. It is more cost effective and easier logistically to provide morning and afternoon refreshments in the Faculty Lounge. Also include electronic message inviting faculty to lounge for refreshments on Tuesday and Wednesday. Other electronic announcements will be made to inform and promote faculty appreciation week. Dwayne will send electronic card and daily quotes. Dwayne distributed posters to be displayed by council members during the week. Keome and Liliana will send a letter to all student clubs asking for volunteers to assist with serving refreshments.	
Review of Future Meeting Dates and Next Meeting Agenda		Council members reviewed meeting dates.		

Future Meeting Dates:

Wednesday, November 8 (finalize plans for Faculty Appreciation Week – Room C110)

Faculty Appreciation Week: November 13-17

Featured Teaching Practice Ceremony – Wednesday, November 15 – 2:00 p.m. (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 21, 2006

Wednesday, April 11, 2006

Wednesday, May 16, 2006 (CTL Luncheon?)