

CAPE ADVISORY BOARD MEETING

Minutes

November 3, 2008

Cheyenne Campus Room 2769

3:00 – 4:30 p.m.

Meeting Called by: Anneli Adams, Executive Director **Type of Meeting:** Board Meeting

Attendance

Members present: Anneli Adams, Nancy Webb, Kevin Stich, Elizabeth Henkel, Debra Johnson, Stephanie Rollins, Shawn Claxton, Dick McGee

Absent: John Mueller, Dale Etheridge, Darren Divine, Jim Santor, Vasile Munteanu

Others: Linda Chapman, Thomas Scott

Meeting Called to order at 3:00 p.m. by Anneli Adams

Anneli welcomed everyone to the first Advisory Board meeting of the new academic year.

Introductions

Anneli asked everyone to introduce themselves as half of the board members were newly appointed.

Approval of May 1, 2008 meeting minutes

Anneli asked if anyone had anything to add to the minutes from the May 1, 2008 meeting. Kevin Stich made a motion to approve the minutes. The motion carried.

Review of the CAPE 2007-08 Annual Report

Anneli asked if any of the Board members had had a chance to review the CAPE annual report sent to them along with the meeting request. None replied affirmatively. She drew their attention to the goals set forth therein for CAPE. She directed them to page 14 where the goals were listed. She briefly went through them so that the new members would have a better understanding of what CAPE does at the College. She also described where we stand relative to those goals. Those goals are listed below as a reference.

1. Departmental development and improvement

1. a) Overall development of CAPE webpage
1. b) Create a leadership literature site for CAPE web site
1. c) Review and revision of the CAPE catalog and materials
1. d) Standardize the use of CAPE evaluation forms
1. e) Transition to using electronic evaluation form for selected tracks
1. f) Continue to develop procedures for best practices for ongoing CAPE functions to ensure maximum efficiency and accountability
1. g) Migration towards paperless office and creation of:
 - Digital office filing system
 - Purchasing documentation
 - Master file of training publications
 - Routine office documents
 - Digital convocation brochure

- Create master file with descriptions and learning objectives for each workshop
1. h) Continue to pursue alternative/grant funding as appropriate

2. Foster collegial movement toward institutional effectiveness and efficiency

2. a) Work with e-Learning, Office of Assessment, OTS, HR and other college departments to coordinate a comprehensive schedule and tracks for professional development
2. b) Promote CAPE programs to all faculty and staff at CSN by participation in:
- Classified council
 - Administrative faculty assembly
 - Other venues as needed
2. c) Improve workshop evaluation and enrollment process:
- Maintain enrollment database
 - Categorize and group evaluations
 - Generate monthly reports
 - Conduct monthly staff evaluation review meetings to improve efficiency
2. d) Enhance CAPE's assessment program to include other CAPE programs

3. Teaching and Learning

- 3.a) Assess faculty development needs:
- Launch faculty development survey
 - Conduct focus groups in the areas of faculty development
3. b) Develop faculty training tracks based on faculty survey and focus groups
3. c) Meet with academic department chairs and deans to discuss CAPE services and faculty professional development needs
3. d) Development of part-time faculty training:
- Begin discussions on part-time faculty orientation program
 - Conceptualization of part-time faculty academy
 - Content development
3. e) Develop Faculty Fellowship Program Outline:
- Seek CSN Foundation funding for the program
 - Establish a committee to finalize project; implementation will depend on funding
3. f) Continue to conduct faculty development workshops and the Great Online Teachers Retreat
3. g) Develop content for faculty workshops:
- Service-learning training for faculty (pending on grant approval)
 - Short-term class design training
 - Cultural competencies and diversity training (pending on grant approval)
 - Retention strategies for students with culturally diverse backgrounds
 - Innovations in teaching (blogs, wikis, podcasting, social networking)
3. h) Assist in LMS implementation training and other e-Learning projects that pertain to faculty development
3. f) Launch faculty services such as one-on-one consultations and classroom recordings

4. Program development

4. a) Continue to develop leadership training
4. b) Revise new faculty and new employee orientation
4. c) Train CAPE Advisory Board on online meetings
4. d) Improve CAPE Advisory Board meeting suggestions follow up
4. e) Continue to coordinate and enhance convocation programs
4. f) Review and improvement of workshops
4. g) Revise content and develop new workshops
4. h) Implement the delivery of the following workshops:
 - Ethics workshop
 - Emotional Intelligence
 - Teambuilding using Appreciative Inquiry model
 - Compliance/Other institutional workshops
4. i) Coordinate participation in leadership training and conferences:
 - NISOD
 - NCSPOD
 - ACE
 - Others: Regents Academy, Nevada Community Colleges' Conference
4. j) Assist the Awards Committee with College awards coordination

5. International programs

5. a) Continue to promote Fulbright and other international program opportunities for faculty
5. b) Continue to coordinate CSN – Zhuhai College faculty exchange program
5. c) Assist and advice the IEW organizing committee in the preparation and execution of the 2008 IEW
5. d) Participation in the Executive International Initiatives Committee
5. e) Pursue grant applications for internationalization
5. f) Other programs and actions as per budget situation

Advisory Board Charges & Responsibilities

Anneli asked again if any of the Board members had read the list of Advisory Board Charges and Responsibilities which were also included with the meeting request. Again, no one responded in the affirmative. Anneli read the document to the Board (included below for reference).

CAPE Advisory Board Charges and Responsibilities

Approved by the Board on May 1, 2008

- **Advocates and promotes good institutional practices to improve efficiency, effectiveness, and accountability.**
- **Provides feedback and recommendations to the Executive Director on future development of CAPE's programs, policies, and resources to reflect the needs of the College. The Executive Director is expected to share the Board's recommendations with CSN Administration.**
- **Provides CAPE with recommendations and concrete examples for CSN professional development.**
- **Provides CAPE with suggestions for Convocation themes, speakers, and workshop presenters.**

- **Organizes one informal discussion per semester with faculty and/or staff on promoting professional development at the College.**
- **Occasionally observe or participate in CAPE programs, workshops, or events.**
- **Participates in the development of new professional development programs as appropriate and reasonable.**

Kevin Stich stated that it would be a great idea for the Classified Council and the Administrative Faculty Assembly to appoint a mentor for each new hire to help them get better acquainted with the system and to promote a culture of cohesiveness. All agreed that would be a great idea.

Anneli asked for a commitment from the Board to review the Annual Report and the Charges and Responsibilities prior to the next meeting. Anneli asked that everyone provide feedback on the CAPE goals and the Charges and Responsibilities of the Board to her via email by November 21, 2008.

Faculty Development Survey

Anneli introduced Thomas Scott, Faculty Training Manager, and told the Board that CAPE had recently conducted a survey to assess the needs of faculty. Thomas briefly went over the survey results with the Board and offered to break down the results further if anyone had need for more detailed information.

Other Business

Linda Chapman told the Board that the theme for convocation this year will be “Share the Wealth.” Convocation week will be January 12 – 16, with all workshops being delivered Wednesday through Friday. All three main campuses will have one day with scheduled sessions. She encouraged all Board members to submit proposal requests and to encourage their colleagues to do the same so that the program would be diverse and interesting.

Shawn Claxton told the Board that Sandy Seda gave a presentation regarding security to the Financial Aid department and she thought it would be a great presentation for convocation. She said the information included was really helpful and suggested that we contact Dr. Byrd for details.

Next Meeting

Anneli told the new Board members that we have typically rotated campuses for our meetings, but that the current budget situation makes it necessary for us to try to be more efficient. She suggested that our next meeting be conducted online via Wimba Meeting so as to eliminate the need for anyone to drive to another campus.

It was agreed that the meeting would be held on Friday, December 5th, from 10:00 – 11:00 a.m. Details of how this will occur will be sent to all members at least the week prior to the meeting.

Adjournment

The meeting was adjourned by Anneli Adams at 4:45 p.m.