

**Title III Advisory Committee
MINUTES
January 29, 2006
2:00 - 3:30 PM
RT 1701**

Members Present: Gitanjali Kaul (Chair), David Baggs, William Beasley, David Bowditch, Jeffrey Chen, Constance Hollinger, Teresa LaGrange, Elizabeth Lehfeldt, Janice Taylor-Heard, Nelson Pole, Janet Stimple, Rosemary Sutton, Michael Walton, and Debra Sudy (Clerk)

- 1. Update on Learning Community proposals** G. Kaul reported that two faculty information sessions on Learning communities were attended by 10 – 12 faculty members each. She has attended several other meetings, the deans meeting and CLASS cabinet meeting to answer questions and noted there has been a good response. A spreadsheet with information on proposals received to date and interested faculty was distributed. N. Pole asked how many we would start with and if there could be an extension on the application deadline. G. Kaul noted that we have about 7 and would accept proposals after today but they need to be in very soon; at least by the end of the week. N. Pole suggested a meeting between interested faculty to get them together.
- 2. Identify Subcommittee to review proposals** G. Kaul asked for volunteers to review the Learning Community proposals. A meeting would be scheduled this week. Volunteers: W. Beasley, L. Lehfeldt, J. Taylor-Heard, B. Walton. R. Sutton suggested concentrating on those for Fall to get them going since there is a time constraint for scheduling. D. Bowditch noted that orientation begins March 1 for fall. J. Stimple noted that the timing of the schedules may be an issue. T. LaGrange added that departments will be finalizing their schedules at the end of February when the schedule goes live. Once the schedule is up on the webpage coordinating for clusters would be limited. G. Kaul noted that the grant requires 100 students in a community over a year. T; LaGrange noted that two clusters over a semester would do it. G. Kaul added that we would not change the institution that way and we want to try to do that so would like to involve more faculty and students.
- 3. Search committees for 4 positions**
 - **Title III Director** G. Kaul noted that if applications are received we will set up a search committee for this. We could possibly set up a staff person as a temporary position and fill this later with faculty if there are no responses.
 - **Systems Developer programmer** J. Chen volunteered to head this committee with G. Kaul and N. Pole.
 - **Advisor** D. Bowditch will head this search committee to include T. LaGrange and J. Stimple.
 - **Title III Administrative Assistant** A search committee is not needed for this position and applicants will be provided by HR.
- 4. Summer Workshops** G. Kaul stated that this would be the faculty development piece and asked for ideas on how to organize this. W. Beasley offered to set up workshops, schedule and advertise them but would need help with content. G. Kaul responded that Evergreen College in Washington is a clearing house for learning community information and activities and she has been in contact with them. They have offered to visit our campus. J. Taylor-Heard noted

that she was part of a cohort who went through Evergreen's program and would share the information she received with W. Beasley. L. Lehfeldt asked that when setting the schedule that it be sensitive to faculty schedules during the summer. T. LaGrange commented that short, intensives would work well. R. Sutton agreed that one-day seminars would be best for most faculty. She suggested having the information available online as well R. Sutton noted that Carnegie also has information on learning community development. W. Beasley will work with J. Taylor-Heard and G. Kaul.

5. **Endowment** D. Baggs stated that the good news is that we have the funds to qualify to meet the endowment and should be in great shape but he is not sure of the process. The great part of it is that there is a lot of flexibility in the use of the funding. His staff is currently looking into what gifts qualify and will approach donors with this opportunity to double the amount for CSU. L. Lehfeldt suggested also thinking about getting some PR press out of it, too.
6. **Advising students** D. Bowditch offered to tailor a certain type of advising for these students. G. Kaul noted that the topic of one of the lunches was what type of students would be involved in the learning communities and it was reinforced that it would be full-time students who are more committed and highly motivated. D. Bowditch noted that most students who attend the orientation sessions are highly motivated but that he would not exclude developmental lower end students who would benefit by the smaller classes and the cohort set-up. J. Chen noted that OBOR reports that our students have the least chance of meeting tenure track instructors of institutions in Ohio. N. Pole added that it will be important to put these together in an attractive time-frame and maybe advising knows when that would be. D. Bowditch noted that M W F beginning at 8:30 – 9:30 am time frame is the best. J. Taylor-Heard suggested surveys of student interest for topics and high school activity involvement may be useful. D. Bowditch responded that he wants to develop that similar to Penn State's and is moving in that direction. R. Sutton suggested having instructors speak at orientation about their learning community. W. Beasley suggested a video tape and this could be put on the web or in iPod format for students. N. Pole suggested emailing the link to students. T. LaGrange suggested having the learning community classes in a separate area of scheduling or linked together like labs.
7. **Other Business** Subcommittees will be contacted for meetings.

Next Meeting: February 26, 2007, 2 pm, RT 1701