## CELT committee meeting Minutes

February 14, 2018 11:00-12:00 Noon

**Venue:** Wayne 205

**Members Present:** Lisa Lucas, Janneken Smucker, Jackie Zalewski, Ola Kopacz, Melissa Adams-Budde, and Rachel Joseph (n=6)

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion</th>
<th>Responsible party</th>
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<tbody>
<tr>
<td>1.</td>
<td>Introductions</td>
<td>Members introduced themselves</td>
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<td>2.</td>
<td>Minutes</td>
<td>Approved</td>
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| 3.   | Review responsibilities of CELT members | • Attend meetings  
➢ Faculty need service opportunities  
➢ Appointing a proxy for absences may increase attendance in meetings and significance of CELT  
➢ Those unable to be present in person should be able to skype-in or call in; For now Lisa, Janneken and Rachel’s cell number can be used to call in  
➢ Explore acquiring a conference call number for use  
• Serve on at least one subcommittee  
  i. New spring committees (Needs Assessment, Reports, Events assessment)  
• Promote our events to colleagues and campus community  
• Contribute ideas for how CELT can better meet its mission | No new members  
All members present concurred | Rachel Joseph |
| 4.   | By-Laws and Elections | • Review proposed change to by-laws and running elections  
➢ Delete need for CAPC member  
➢ Delete member from council of chairs  
➢ Graduate student will attend  
➢ Ad-hoc members (Rachel and Melissa)  
➢ At-large members are elected members  
• Proposed election process to be sent to the university community  
  ➢ Nominations using Qualtrics, asking | Lisa to send the modified By-laws to the group by 2/16; members to notify objections to TLAC@wcupa.edu by 2/21/2018. | Lisa to send it to the university community |
|  | for self-nominations  
- Three positions to be filled and the newly elected members to attend April/May meetings  
- Dates: Distribute survey on Feb 14  
  Nominations due Feb 23  
  Elections sent out Feb 26  
  Due March 5 | Disclosure: Janneken will run to represent College of Arts and Humanities and if elected will run for co-chair position; She is helping Lisa to set up and distribute Qualtrics survey |
|---|---|
| 5. | Book club  
- Meets three time this semester; not met yet  
- Additions copies of the book small teaching was given to Melissa  
- Recycle the book  
- Small teaching has more quick application points (Melissa reported)  
- Room need to be scheduled as the room reservation process has been changed; therefore all previous reservations are lost | Melissa and Tricia. Lisa |
| 6. | Faculty Development Funding application  
- Deadline is 2/15/2018; no submission yet  
- In case less than five proposals are received by tomorrow, extend submission date to March 1, 2018  
- Review to be completed before 3/7 (next meeting)  
- Catherine Spaur may be available to help review the proposals  
- The RFP to be revised to give clear guidelines  
  ➢ Single spaced, three page application that include the budget. Additionally two-page CV | Lisa  
All members  
Janneken |
| 7. | Needs assessment for workgroup  
- Qualtrics survey  
- QR code with brief questions to identify needs to be given at the close of special interest groups/targeted audience (Book club, spring workshop or monthly mentoring group) | To form the workgroup? |
| 8. | Spring workshop  
- Room and speaker reserved  
- Day of workshop to be discussed later  
- Save the date flyer | Jackie, Rachel, Beatrice, Stephen. Rachel to request |
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<th>Detailed flyer later</th>
<th>Ola for flyer</th>
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<td>9.</td>
<td>Website resources</td>
<td>Any resources identified to be filters prior to posting on the website</td>
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<td>10</td>
<td>Expansion of CELT</td>
<td>Proposal to expand the center to be run by a team was submitted by Lisa in early December; waiting to be heard from the Provost</td>
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| 11 | LyndaCampus (LC)     | Good resource for technology skills  
|   |                      | If we submit syllabus to LC they will identify videos linked to the course | Informational |