

CIT Advisory Board Meeting
February 6, 2020

Minutes Prepared By: Nicole Carlins

Attending: Rick Fuller, John Zeanchock, Jim Shock, Jackie Klentzin, Diane Frndak, Maria Kalevitch, Janice Sarasnick, Albena Ivanova, Prasad Vemala Venkata, Ersem Karadog, Ben Campbell, Eliada Griffin El, Nadine Englert, Greg Krivacek, Jessie Kamerer

Regrets: Mike Quigley, Pat Litzinger, Manmohan Chaubey, Anthony Moretti, George Semich, Ann Jabro, Tim Jones, Phillip Miller, Gavin Buxton

Approval of November minutes: Rick Fuller presented the meeting minutes of the November 19, 2019 meeting to the board for approval, whereupon motion made by Ben Campbell, seconded by Jim Shock and unanimously adopted, the minutes was approved as presented.

Reports:

- **New Faculty Orientation and Support:** Jessie stated she has not met with new faculty this semester. There was a seminar scheduled for this week, but needed rescheduled. Rick asked the group to share with their respected schools that Jessie's workshops are for all faculty, not just new faculty. Additionally, Rick will be receiving new faculty hires from the Provost office and will share with Jessie. Moreover, Jessie plans to reach out to new faculty alerting them to the upcoming workshops this semester.
- **Innovative Teaching and Technology:** John indicated he would be heading up workshops this semester. He suggested the following workshops: Increasing instructor presence in Blackboard (BB), Converting PPT to video, Going paperless, and How to best organize BB. John received buy-in from advisory board members to move forward with these new meetings. Additionally, Albena asked for Blackboard Support for innovative use of online learning. She would like to see some updated support offered in Blackboard. Rick spoke to the fact RMUO is not as active as the group shifts into new alignments. Furthermore, the board members discussed the use of technology within BB and differentiated between online Quality Matters (ADA Compliance) and PA. Dept. of Education standards. In addition, Ben brought the IT backlog situation to the attention of the meeting. Rick stated he will be meeting with Provost Rafter and is willing to bring the issue to her attention. The board, also, discussed recording sessions, but the sessions are conversational and do not lend themselves to be recorded. Furthermore, the board discussed the resources in the RISE Simulation Center. The teaching circles can be conducted in the RISE Center with video capturing capabilities. Finally, the idea of setting up core presentations on BB was discussed.
- **Peer Collaboration/ CRP:** Rick said Mike has a seminar coming up in April.
- **Pedagogical Research and Effective Teaching:** Jim spoke about summarizing research. He will present information at the next meeting.

- **Reflective Practice and Teaching Circles:** Gavin was not present. Rick stated there is no structure in place to hold circles. However, there are circles scheduled for this semester. Finally, Rick discussed the possibility of future faculty convocation having teaching circles instead of the station presentations.

January Convocation: The board members discussed the recent convocation, which took place on January 10th. All board members stated they heard nothing but positive feedback. They felt handouts helped especially when it was hard to hear. Additionally, they enjoyed having time off as a presenter to listen to others speak. Even though the room was noisy, they felt learning occurred. Rick mentioned some of the issues from last year were not issues this year. However, there appeared to be less faculty participating this year. The plan to have eighteen sessions open at one time with four rotations seemed to work well. Moreover, Rick noticed the last rotation seemed to have the least amount of participants. Rick stated he recognized popular sessions and asked those individuals to present at CIT seminars this semester. Nicole is currently coordinating with those presenters dates and times and will send out a tentative schedule soon. Diane suggested the idea of Ignite/Spark sessions where in 1 hour 20 people would present. The sessions are similar to speed dating only speed presenting, which breeds excitement about a particular topic (drive by teaching circle). Finally, Ben asked for follow-up information from faculty. How did they use the information? Rick and Ben plan to follow-up with each other and discuss further. Furthermore, Janice discussed using a survey at fall convocation to understand how faculty used the information over the last two semesters.

Academic Technology Council: Rick stated the academic technology council (ATC) recently met. The role of the ATC is to discuss pedagogy and show how technology may or may not help in the education of students. The board discussed putting the technology and software in a repository as resources for faculty and for the ATC to acknowledge what is available.

- **Personal Technology Policy** – Rick indicated a personal technology policy was added to the agenda. Rick presented a generic policy to the board which allows faculty to determine their own personal needs. The board reviewed this policy. However, some word changes were made to the policy.
- **LMS Focus Group** – Rick stated the contract with Blackboard is up this spring and the University is looking to extend the contract two years. This will provide more time to explore other options. He led a focus group yesterday and may lead a second one sometime this semester. He is hoping to get feedback on how they use it, what they like, what they do not like, and what can be improved.

Spring Seminar Schedule: The board discussed the upcoming CIT seminars for the spring semester. Rick stated he reached out to several convocation presenters whose stations were well attended and asked them to present. Nicole is currently coordinating with those presenters dates and times and will send out a tentative schedule within the coming week.

EAB Progress: Rick indicated Cathi Jones and Killeen Schlegel sent an email, prior to the holidays, stating they wanted to visit every department and discuss some EAB material. So far,

they have been to three or four department meetings. Additionally, Rick mentioned he was going to ask Cathi to do monthly EAB seminars this spring, however, decided to revisit in the fall.

Spring Grant Opportunity: Rick said the research grants would be offered again this semester. So far, Nicole has received four applications. The application deadline is February 7, 2020. Last semester, the CIT awarded \$1,400 of the \$5,000 grant budget. Additionally, Rick stated the operations board members reviewed the applications at their last meeting and approved all four applications. Rick plans to notify the recipients of their awarded grant money.

IDC & CIT Furniture: Rick indicated there is extra budget money and has purchased furniture for the IDC and the CIT office. He purchased tables/chairs for the IDC as well as a couch and two large chairs for the CIT office. Additionally, if anyone would like to use the CIT office or IDC for a teaching circle, they can contact Nicole.

Next Meeting Schedule: The next meeting will take place the end of March.