

**CIT Advisory Board Meeting
November 14, 2018**

Minutes Prepared By: Nicole Carlins

Attending: Rick Fuller, Jim Shock, George Semich, Greg Krivacek, Pat Litzinger, Jessie Kameron, Maria Kalevitch, Janice Sarasnick, Soji Oni

Regrets: Nadine Englert, Soren Fanning, Diane Igoche, Mike Quigley, Gavin Buxton, Manmohan Chaubey, Ersem Karadag, Ann Jabro, Eliada Griffin-EL, John Zeanchock, Ben Campbell, Jackie Klentzin

Reports:

- **New Faculty Orientation and Support:** No new report
- **Innovative teaching and technology:** No new report
- **Peer Collaboration/ Culturally Responsive Pedagogy (CRP):** No new report
- **Pedagogical Research and Effective Teaching:** No new report
- **Reflective Practice and Teaching Circles:** No new report

CIT Website Review: Rick displayed a mock-up of the new website and explained every section. A discussion ensued and Rick asked for any comments or possible changes. The board decided the opening statement was wordy and needed to be more concise. Rick plans to see if the paragraph can be bulleted to make it more readable and concise. Additionally, the idea of creating a CIT blackboard shell and a way to access it on the website were discussed. The goal is to make the website dynamic, changeable, and easily updated.

CIT Certificate Program: Rick indicated a low attendance/ lack of participation in the CIT faculty development workshops this semester. As a result, Rick stated he and the other operations board members discussed different ways to boost attendance and participation. One of the ideas was a weekly universal time where the least amount of classes were scheduled; a “golden hour.” Rick said the goal would be to talk to the registrar and start scheduling workshops during the “golden hour” next semester. Another idea was the creation of a CIT certificate program. The certificate would be something tangible the faculty can achieve as well as an incentive to attend more workshops. Additionally, the certificate may be used in faculty member’s FARs or teaching portfolio. Maria mentioned it could be used as service in a faculty member’s FAR. Furthermore, Jessie mentioned using the certificate as a goal on their PEP’s. Additionally, Rick stated the program would consist of a series of opportunities to participate in programs designed to meet the pedagogical needs of individual faculty. Through a point system, faculty can earn the CIT Certificate by accumulating a total of three or more points per academic year. In the spring semester of each academic year by April 15, faculty who have fulfilled the requirements can apply for the certificate. Rick indicated the CIT would be developing an

application and certificate in the near future. The plan is to announce this program at January convocation and begin in the spring semester. However, the idea has not been mentioned to the administration but soon will. Finally, Rick stated the ultimate goal is to work the certificate program into the contract in the future.

Spring Schedule: Rick stated the operations board would be setting the spring schedule after a golden hour is established. Once the schedule is set, Nicole will update the calendar as well as send out emails regarding dates/times.

Newsletter Ideas: Rick indicated the next CIT newsletter would be included in the packets at convocation in January. The newsletter will include items such as the certificate program, website status, spring schedule, and grant recipients/application process. Rick asked the board members to send to Nicole or himself any ideas they want included in the newsletter. Additionally, he asked the board members to send short write-ups on a useful teaching tip(s) to be added to the newsletter.

January Convocation: Rick confirmed the CIT would have one hour to present at spring convocation. The CIT presentation will be more of a poster style session with roughly fifteen-minute rotating presentations. Rick stated the CIT would have the other large conference room in Yorktown to conduct the presentations. The plan is for Rick to give a quick five-minute presentation just to update the faculty regarding the CIT then break into the rotating stations. Rick indicated he wants 20-25 presenters and each will present three times for a max of fifteen minutes each. The faculty will have a choice on viewing which presentations. Rick read the list of presenters and topic areas he currently has confirmed as well as a few he is still waiting on. Maria mentioned doing a couple presentations on virtual reality and augmented reality used in engineering and nursing. Maria and Janice provided names of professors who would be good at presenting. Rick will email them about possibly presenting. Additionally, Maria mentioned clustering like presentations to make it easier for faculty to choose the presentations. Furthermore, once all the presenters are confirmed, Rick plans to ask them for a short abstract, a better title, and any resources they may need. Overall, Rick plans to incorporate the presentations into the CIT certificate program. For example, when a faculty member attends three presentations, they will receive one point toward their certificate. Lastly, Jessie mentioned giving each presenter a point toward his or her certificate.

Grants Awarded: Rick stated the CIT awarded grant money to the following grant applicants:

- Diane Igoche- \$1,500
- Ben Campbell - \$ 720
- Kihyun Park - \$520

Rick indicated there is money remaining in the budget for grants during the spring semester.

Additional Items: Rick stated money has been returned to the capital fund to enclose the “Nook” space located in the library next to the CIT office. Rick indicated it would be a shared space with the library; however, could be used for workshops. The goal in the future would be to develop a dedicated CIT space as well as more staff.

Future meeting schedules: The next meeting will take place at the beginning of the spring semester. Date and time TBD.