**CIT Advisory Board Meeting**

**February 8, 2021**

**Minutes Prepared By:** Nicole Carlins

**Attending**: Benjamin Campbell, Alicia Cassels, Diane Frndak, Richard Fuller, Ann Jabro, Tim Jones, Jessica Kamerer, Jacqueline Klentzin, Phillip Miller, Janice Sarasnick, Larry Tomei, John Zeanchock, Greg Krivacek, Jon Radermacher, Prasad Vemala,Patrick Litzinger, Shannon Konek,Albena Ivanova, Matt Maurer

**Regrets:** Gavin Buxton, Cathleen Jones, Maria Kalevitch, Nadine Englert, ErsemKaradag, Jim Shock, Anthony Moretti, Michael Quigley, Eliada Griffin

**Approval of November minutes:** Rick Fuller presented the meeting minutes of the November 15, 2021 meeting to the board for approval, whereupon motion made by Jessica Kamerer, seconded by Greg Krivacek and unanimously adopted, the minutes was approved as presented.

**Reports:**

* **New Faculty Orientation and Support**/ **Mentoring Program Status Update**– Diane stated she has been meeting regularly with the new faculty. The meetings are informal and focus on their ideas and needs. The last meeting reviewed the plans for the mentoring program which brought about a lot of interaction and interest. They felt strongly about the mentor coming from the school and discipline of the mentee. Basically, the program is meant to compliment any resources and/or programs the university or individual schools/departments already offers. Furthermore, Diane indicated there was discussion regarding the needs of a part-time faculty versus full-time faculty. However, the current program will only be available to full-time faculty due to part-time faculty’s inability to participate under the current contract. They, hopefully, plan to have them participate in the future. Additionally, Diane mentioned the session was recorded if anyone is interested in listening. The next new faculty session will discuss the advising manual, which the revised version is currently a work in progress. Moreover, she has made a request to Melissa Hillwig and Gavin Buxton to do a PEP/FAR session in either late February/ early March. Finally, Diane mentioned ongoing programs the new faculty showed interest in such as social emotional learning for all faculty and syllabus writing. They hope to offer these sessions in the spring. Additionally, Jessie added she felt all the fall programs were well received. Furthermore, she stated they will be reaching out to possible mentors in the near future. Finally, Rick mentioned the CIT will be coordinating new faculty orientation starting in August. Also, he mentioned all new faculty sessions are open to all faculty to attend.
* **Innovative Teaching and Technology** – John stated since last November a few initiatives are currently underway. One of those initiatives is the “Go Paperless” video series he is collaborating on with Alicia. The goal of the series is to help instructors eliminate paper when teaching on-ground courses through the utilization of Blackboard. Currently, three videos have been distributed with a fourth video planned. Furthermore, John stated the videos are purposely very basic so faculty new to Blackboard would be able to understand the information. He hopes to add more videos over time with more specific, concrete demonstrations and examples. The videos are available on the CIT Blackboard shell. Moreover, John asked the board members, if they have a chance, to watch the videos and provide any appropriate feedback and suggestions for future videos. Additionally, Albena asked to possibly shorten the names in Blackboard and both Rick and Phill said it is not possible. Furthermore, John discussed a possible set of videos on his agenda on what to do when a faculty member inherits a course from another faculty member. The last topic area on his agenda is creating a video series/training session on syllabi building (syllabi of record and individual course syllabi) and best practices. John asked the board members their thoughts and suggestions and a discussion ensued.Rick and John both mentioned the CIT would work with both the federation and administration to make sure the information in the training sessions is in alignment**.**
* **Peer Collaboration/ CRP** – Mike was not present. Rick stated he is back from his sabbatical and would like to have more courageous conversation presentations.
* **Pedagogical Research and Effective Teaching** – Jim was not present. However, Rick said Jim has restarted the CIT journal club. The first meeting of the semester will be tomorrow, February 8 at 11:00 AM. The goals of the journal club is to attempt to bridge the gap between teaching and research; and, are centered on either original research conducted by our faculty, pedagogy, or existing articles. Furthermore, Rick stated Jim is planning these once a month and dates/times are forthcoming. Finally, Rick reiterated to the board members if they are interested in participating or know someone, please contact Jim.
* **Reflective Practice and Teaching Circles** – Gavin was not present. Nevertheless, Rick stated the teaching circles have not been very active; but, Gavin is looking into ways to create interest.
* **Quality Assurance and Needs Assessment** – Larry mentioned the operations board recently discussed the continued implementation of the core competencies. The CIT will be involved with helping the schools/departments in proposing core courses. The university is in phase 4A which involves core curriculum updates. In this phase, Larry stated the GECC will be requesting a proposal of the current courses which are a part of their core from all departments. Larry indicated the schools/departments will be asked to comply with a template which will be created. With this template, they can take their existing core classes, make any necessary syllabus changes, and submit those to the GECC for consideration and approval in the new core. He, also, stated they were not able to present the new competencies at convocation; therefore, the CIT is available to attend department meetings and speak about this process in detail. In summary, Larry asked the board members to report back to their departments/school and let them know the university is in phase 4A and they will need to look at any course currently in their core and revamp the syllabus so it is mapped to the new competencies. Once complete, they will then need to present those courses to the GECC for their approval. Lastly, he reiterated the CIT is available to help them.
* **Instructional Designer Updates** – Alicia stated the instructional designers have been engaging in general faculty support through weekly virtual office hours and one-on-one consultations. Additionally, they have been working on several course developments for both the spring and summer terms. Furthermore, she stated they have been working on micro videos on a variety of different topics. Rick asked the board members to let him or the instructional designers know if they see a need for a video and they would be happy to create one. Moreover, Alicia reiterated the collaboration with John on the “Go Paperless” micro video series. Finally, the instructional designers have a few live training sessions in the works for this semester.
* **Data Driven Advising** – Cathy was not present. However, Rick declared she has done a tremendous job with the advising manual together with Killeen and the taskforce and has constructed a well-developed advising manual. The manual is dynamic and will continue to be revised as new updates are released. Additionally, Rick mentioned he is meeting with Cathy this week to discuss a graduate student advising manual.

**New/Old Business:**

* **Convocation and Curriculum Mapping and Objective Writing:** Rick indicated one of the needs identified during a needs analysis was the need to understand how to do curriculum mapping and how to write objectives. He originally planned to do a presentation/activity with curriculum mapping/objectives writing at convocation, however, the time was cut short. He added he recently met with Mary Ann and spoke with her about the lack of time the CIT received at convocation this year. He was assured it would not happen again and the CIT would not be last on the agenda. Additionally, he stated he has been invited to several department meetings to present the information on curriculum mapping and objective writing he planned to present at convocation. Furthermore, Rick stated he and John did a three-hour curriculum mapping, objectives, and outcomes administrative workshop last Thursday. He found during this session the needs of the administrators/faculty are not one size fits all across schools. Therefore, he informed the departments if they need help, the CIT would be happy to assist the faculty with the specific needs they have instead of a one size fits all approach. It will be more on a consultative basis based on the needs of the departments/schools. However, John stated one of the most consistent needs was objectives/goals/outcomes writing. Also, Rick mentioned the CIT will be creating several micro videos, trainings, and guides related to curriculum mapping and objectives writing, in the near future, to assist faculty in the process. Finally, Rick mentioned to the board members to bring any needs to the attention of the CIT or their department and the CIT will assist as they can.
* **Spring Grant Review Update:** Rick said CIT grants were offered to full-time faculty again this semester. The budget remains $5,000. He, also, stated grants would be awarded for one of two objectives: pedagogical research or pedagogical conference registration fees. Furthermore, Rick indicated the CIT received five grant applications this semester and as it stands all will be awarded grant money totaling around $2,000. In addition, Rick reiterated if a person is awarded grant money, it must be spent by May 20, 2022.
* **Spring Seminars:** Rick mentioned the focus for the spring seminars will be on objective writing and any topic pertaining to curriculum writing. Therefore, a few tentative session topics include project-based learning, rubrics, and teaching and learning styles.
* **Respondus Update:** Jon indicated the university no longer has the same access to the Respondus Monitor software as they did during the height of the pandemic. Additionally, he stated the cost to reinstate Respondus monitor would be several thousand dollars. Jon discussed other options to Respondus monitor such as using Google Meets and recording the meeting or the students paying $15 per year that would allow them to take an unlimited number of tests with monitor activity during the year. The second option could possibly be listed as a material required, like a book, for the course. Jon asked the board members their thoughts and a discussion ensued regarding alternative options and utilization/need across campus. Furthermore, Jon indicated he would be sending an email to faculty to inform them Respondus Monitor is no longer functioning. However, faculty can still utilize Lockdown Browser. Furthermore, Rick stated he plans to ask the ATC board members to ask their schools for feedback regarding the monitor and gauge the need. Finally, Larry asked if the monitor can be bought by school/department and Phil responded by saying it is bought by seats.
* **Additional Items:** Albena stated she is seeking faculty interested in working with her on two research projects related to teaching. The first is comparing Quality Matters standards to the Blackboard Exemplary standards to identify which is better for online instruction. The second project involves considering how the student’s learning style and the instructor’s teacher style impacts learning. Also, she indicated she is working with Petros Malakyanonon on this project. Therefore, she asked the board members to let her know if they or or anyone they know is interested. Finally, Rick asked the board their thoughts on sending a monthly newsletter including all topics occurring within the CIT or continue to send individual emails. A discussion ensued by the board with possible options. Jon suggested creating a knowledge base for all the information and resources the CIT has available. Rick indicated the CIT will try a combination of a newsletter and emails this semester and make a determination on how it is working.

**Next Meeting Schedule:** The next meeting will take place March 29th.