**CIT Advisory Board Meeting**

**September 28, 2021**

**Minutes Prepared By:** Nicole Carlins

**Attending**: Gavin Buxton, Benjamin Campbell, Alicia Cassels, Nadine Englert, Diane Frndak, Richard Fuller, Ann Jabro, Tim Jones, Jessica Kamerer, Ersem Karadag, Jacqueline Klentzin, Shannon Konek, Phillip Miller, Janice Sarasnick, James Shock, Lawrence Tomei, John Zeanchock

**Regrets:** Cathleen Jones, Greg Krivacek, Maria Kalevitch, Patrick Litzinger, Jon Radermacher,

Albena Ivanova, Anthony Moretti, Eliada Griffin, Manmohan Chaubey, Michael Quigley, Prasad Vemala

**Approval of March minutes:** Rick Fuller presented the meeting minutes of the March 25, 2021 meeting to the board for approval, whereupon motion made by Ann Jabro, seconded by Jessica Kamerer and unanimously adopted, the minutes was approved as presented.

**Reports:**

* **New Faculty Orientation and Support**: Diane indicated they had the opportunity to meet with the eight new faculty members at the new faculty orientation. They were able to provide them information regarding the CIT and everyone appeared to be excited for the new school year. Diane stated they plan to initiate formal, targeted programs for new faculty this year. The plan is to start with informal needs assessment though various types of discussions. Additionally, they are planning to do a Banner training with the new faculty. The fall training programs will be based on materials they already have in place and the the spring trainings will be geared towards their needs, which will be identified through their questions over the course of the semester. In addition, Diane stated her and Jessica were working on a formal, campus wide mentoring program. The program is currently a work in process and is discussed in further detail below.
* **Innovative Teaching and Technology**: John stated he had minimal to report since the semester has recently started. He is currently looking for ideas on what faculty need moving forward. He asked the board members for suggestions and a discussion followed. One the ideas discussed included training for increasing the use of Blackboard in all platforms. John asked the board members for their ideas regarding this topic. Furthermore, Ann asked about a recent Blackboard issue regarding new course shells not replicating the same as it has in prior years. Additionally, Ann asked if there was a easily accessible protocol to help establish what a person, who is teaching online for the first time, needs to do when it comes to obtaining someone else’s shell and customizing it with their own content. Rick stated the course shell issues are a result of the switch to Banner this year. Phill is aware of the problem and is currently looking into it. As far as obtaining courses, Rick stated as of September 2020 the CIT instituted a policy, which involves creating a master course shell every time a course is developed and approved. For instance, when a faculty member is assigned a course, the department head can share the master course shell so they do not need to start from scratch. Unfortunately, before September 2020 this practice was not followed. For those courses, Rick stated department heads need to create master shells retrospectively. Additionally, Rick mentioned there are courses being taught which have never been through the developmental/approval process; therefore, do not have master shells. He, also, indicated the CIT is encouraging department heads to place those courses through the development process so a master course shell can be created. In addition, John stated not everything Rick has discussed applies to on ground courses. Furthermore, John indicated there should be an initiative to update the Blackboard template and the course shells on a regular basis. Rick brought up the idea of course leaders to update the course shells. Finally, Ann asked if there was a way to use a proactive approach to new software and technology and a discussion followed. Both Rick and Larry stated the CIT has resources available and the instructional designers are available to assist through one on one consultation or virtual office hours. Finally, John mentioned more needs to be done to encourage the faculty to utilize the resources available.
* **Peer Collaboration/ CRP**: Mike was not present at the meeting. Rick stated he is on sabbatical this semester. Additionally, Rick indicated he would like to have another courageous conversation presentation this semester.
* **Pedagogical Research and Effective Teaching**: Jim recommended everyone to subscribe to the Chronicle of Higher Education as they have a plethora of valuable articles. Jackie stated the RMU library has a site license for Chronicle content if any faculty member is interested in browsing the most recent articles. Furthermore, Rick said the CIT grants are being offered to full-time faculty again this fall. The budget is still $5,000. He, also, stated grants would be awarded for one of two objectives: pedagogical research or pedagogical conference registration fees. Nicole sent the applications to faculty a few weeks ago; thus far, one faculty member has returned a completed application. The due date for applications is October 1. Additionally, Rick stated Jim would be taking more of a lead on the grants this year. Moreover, Rick asked the board to mention this opportunity to their colleagues.
* **Reflective Practice and Teaching Circles**: Gavin stated there are teaching circles on the books, but he is unaware if any of them are currently active. He said, it has been a struggle finding facilitators who want to start a circle. He will be facilitating a circle which meets tomorrow (September 29) on online teaching and plagiarism. Additionally, Rick and John are facilitating a circle next week. Gavin asked the board members if they were interested in forming a teaching circle or if they knew colleagues who would be interested. Nicole will set up a Google Meets link and send the information regarding the circle to faculty. Furthermore, Gavin said the virtual circles worked better than in-person circles this past year. Rick discussed holding teaching circles at Convocation this year as a way to introduce teaching circles to the faculty and gain interest. Finally, Gavin discussed the new CIT Journal Club, which is meeting next week for the first time. The journal club will meet on the first Wednesday of every month and will be a place where faculty can come and discuss different research and pedagogy. Gavin and Larry are presenting at the first meeting.
* **Quality Assurance and Needs Assessment**: Larry discussed the Microsoft Office 2019 training sessions he presented in August. There were three different sessions (synchronous, asynchronous, and Q&A) over the course of the week. Larry stated twenty-three faculty attended the first (synchronous) session and over half were part-time faculty. The first session was recorded and made available to faculty who were unable to attend. The final session was a Q&A session, which no one attended. Additionally, Larry suggested discussing the various CIT committees (Advisory Operations, & ATC) at their respective meetings as a way to keep everyone up-to-date on campus matters. Moreover, Larry stated he plans to put together a list of all the new software packages, which will affect the University and the faculty. He wants to create a plan on how to provide new packages to faculty and implement any training they may need in the coming weeks. Lastly, he will share more information regarding his plan at the next meeting.
* **Instructional Designers Updates**: Alicia stated the instructional designers have restarted their weekly virtual consultation office hours. Additionally, she stated the instructional designers are, also, available for one on one consultation.
* **Data Driven Advising**: Cathy was not present at the meeting. Rick stated the advising manual has been updated with Banner information. The manual is available on the CIT blackboard shell, CIT website, and faculty-landing page. Cathy, also, has an update on Navigate coming out in the near future.

**Fall Focus:** Rick mentioned the focus for this fall semester is centered on curriculum process and procedures. He has drafted a three-page document outlining a set of what he believes to be an effective set of curriculum mapping procedures. Once the document is approved, through the Provost’s office, he will share it with the board members. Furthermore, Rick stated the fall training would focus on curriculum development/design and discussed some of the upcoming fall sessions. Moreover, he recently presented a session on writing learning objectives.

**Mentoring Program**: Jessie stated the goal of the mentoring program is to create an additional resource to support faculty members who are onboarding at RMU. This will compliment any resources the University or individual schools/departments already offer. Jessie and Diane were looking into securing faculty volunteers interested in being mentors to join a university level committee. By joining, they would be able to earn service thus creating a pool of mentors. When a new faculty member is interested in a mentor, they can discover their goals/needs and pair them with a mentor from the committee. The goal is for the new faculty to have a supportive onboarding process. Additionally, she stated they have been drafting best practices to add to the plan. They hope to have a formal plan to share and acquire feedback to move forward with launching the program. Furthermore, she mentioned the current new faculty hires have expressed interest in having mentors. Ann recommended having an MOA in which mentoring could be considered a service or teaching activity. She believes it would give credibility to the initiative being launched. She, also, suggested a coffee budget as a form of compensation for the mentor. In conclusion, Jessica and Diane hope to submit a proposed program to the administration for approval in the near future. Rick stated he would forward a final draft to Mary Ann to review and discuss the next steps. Moreover, he stated he would discuss Ann’s suggestions with Mary Ann as well. At some point, Rick said they would like to create some type of a handbook, which outlines the mentoring program along with what it means to be a mentor.

**ATC Meeting:** Rick stated there was an ATC meeting on September 13 and discussed the highlights of the meeting with the group. Items discussed included VR equipment, VR use training, IDC VR equipment availability, Microsoft 2019 installation, VMWare retired, Amazon Appstream, shared drive quotas, and the use of eduroam. The next ATC meeting will commence on November 11. Rick asked the board to send him any issues they would like discussed and he will address it at the next meeting.

**Additional Items:** Jackie mentioned the pedagogy collection has been updated and is relocating to a more prominent location in the library.

**Next Meeting Schedule:** The next meeting will take place on Monday, November 15 at 10:00 AM.