

**CIT Advisory Board Meeting
March 25, 2021**

Minutes Prepared By: Nicole Carlins

Attending: Richard Fuller, Alicia Cassels, Gregory Krivacek, Diane Frndak, Lawrence Tomei, Alben Ivanova, Patrick Litzinger, Jon Radermacher, Phillip Miller, Nadine Englert, Prasad Vemala, Eliada Griffin El, John Zeanchock, Benjamin Campbell, Jessica Kamerer, Tim Jones, Shannon Konek, Ann Jabro, Janice Sarasnick, Jim Shock

Regrets: Anthony Moretti, Cathleen Jones, Mike Quigley, Gavin Buxton, Ersem Karadog, Manmohan Chaubey, Maria Kalevitch, Jacqueline Klentzin

Approval of November minutes: Rick Fuller presented the meeting minutes of the February 8, 2021 meeting to the board for approval, whereupon motion made by Ann Jabro, seconded by Jessica Kamerer, the minutes was approved as presented.

Reports:

- **New Faculty Orientation and Support:** Diane stated she has been working with the new faculty hires this semester. She has been utilizing a one-on-one consultation approach with the two new hires. **Furthermore, she has heard there are a few more hires this semester, so she will be reaching out to them once she knows more.** Moreover, she mentioned she sent a mini survey to the new faculty with a list of several different items asking for their feedback on potential ideas. They were most interested in learning more about the FARS and Dossiers along with the probationary status expectations. Diane stated they are looking forward to the workshop being offered next week by the union explaining and detailing the process and expectations. Ann and John will be presenting the workshop. Additionally, the two new hires were interested in a mentoring program. **Diane and Jessica stated they created a mentoring program survey as a way to conduct a needs analysis on the current status of mentoring programs across campus and a discussion ensued. Jessica put the link to the survey in the chat and asked Nicole to send the link to the entire advisory board for feedback. The program is in its early stages as Diane and Jessica gain more information and feedback and will continue to be a work in progress.**
 - **Survey Link:**
<https://docs.google.com/forms/d/e/1FAIpOLSeaINGFjwljanP6fJwwSaf89dnIU-04K1DDosxC8h2rhuanw/viewform>
- **Innovative Teaching and Technology:** John was not present. However, Rick mentioned he and John had their first *Online Teaching and Learning Pedagogies* teaching circle meeting last week.
- **Peer Collaboration/ CRP:** Mike was not present. Rick mentioned Mike was hoping to do another courageous conversations panel discussion with Dr. Thomas Gibson, however, he has been having trouble finding a time to schedule the presentation.

Rick stated if he was unable to do the presentation with Dr. Gibson, he was going to plan something on his own.

- **Pedagogical Research and Effective Teaching:** Jim stated there was no new information to report, but reiterated there were several good articles recently published in the Chronicle of Higher Education. The link to their website is on the CIT website. Additionally, he mentioned Harvard Publishing has several good resources on their website regarding teaching in the current environment. **Furthermore, Rick indicated the CIT grants were once again offered to full-time faculty this year. We gave awarded one last fall, and two this spring.**
- **Reflective Practice and Teaching Circles:** *Gavin stated there number of circles up and running this semester. Nicole is setting up the meetings and sending the invitations. He has noticed the meeting tend to start off with an agenda and then quickly move into a more informal conversation session where faculty are sharing their own issues and ideas and there has been a lot of good discussion. Some faculty have referred to the circles as a therapy session as many have been inundated and overwhelmed this past year. Gavin stated if anyone is interested in starting a teaching circle, let him or Nicole know and Nicole will set up the meeting and send the invitations.*
- **Data Driven Advising Update:** Cathi indicated the Advising Manual is finished and has been sent to faculty. **She encouraged the board members to review it if they already have not done so.** The manual will be a living document and ongoing updates will be made as needed. Moreover, she said the manual is an electronic manual that links out to existing structures in place. She plans to keep the taskforce together to meet on an as needed basis, as well at the beginning of each semester, to discuss and propose possible updates/changes. **Additionally, she asked the board to email her if they have any questions or suggestions regarding the manual. Furthermore, Rick and Cathi discussed the idea of a manual for graduate and integrated programs. Finally, the board discussed the use of Banner with regard to advising.**
- **Instructional Designers:** Nicole, Shannon, and Alicia are continuing to create and send “How-To Micro Videos” to faculty. These short 3-6 minute videos demonstrate basic Blackboard features to assist faculty build and deliver their courses. **Additionally, Shannon mentioned the instructional designers are continuing to hold virtual consultation hours every Tuesday and Wednesday. Furthermore, Alicia discussed a micro video on Flipgrid she is currently working on that will be available to faculty soon.**
- **Quality Assurance and Needs Assessments:** Larry discussed concerns about updates pertaining to Microsoft Office. Larry mentioned the idea of possible training workshops for faculty to help them use and understand the new version of Microsoft office. Phill discussed the possible timeline of introducing the new version of Microsoft Office and plans to discuss the topic further at the ATC meeting next week.

VR Focus Groups: Shannon discussed the VR focus group she recently conducted. The group was focused on the use of virtual rotation technology and the things that have been learned, best practices used, and issues. She stated there was a lot of good dialogue and information that came out of the focus group and the use of the information is still being discussed. Shannon stated most of the information was very specific to the individual. However, a lot of conversation was focused on classroom management and issues with inconsistent classroom setup. For example, some classrooms were more conducive to VR than other classrooms.

ADA Compliance Checklist– Is My Online Class ADA Compliant: Rick indicated he ran an ADA compliance session last week with Nicole, Alicia, Shannon, and Jessica. A small number of faculty attended; however, the session was well received. A recording of the session and the ADA compliance checklist has been loaded into the CIT Blackboard shell. The instructional designers plan to make multiple micro videos on topics discussed in the presentation.

Certificate Programs – Rick stated Nicole sent certificate program applications to faculty at the beginning of the semester but will send a reminder because applications due April 15th. Rick mentioned the CIT is considering offering a number of additional certificates in a variety of different topics such as ADA Compliance, Culturally Responsive Pedagogy, and Online Teaching. The board discussed the idea. The certificates are meant to be motivational, not prescriptive. More discussion regarding the possible new certificates will take place over the next several weeks.

Training Ideas and Needs – Rick asked if anyone had any training ideas or needs within their school or classroom. Cathi mentioned issues with breakout rooms/polls issues within Google Meets and suggested additional training on the use of tools within Google Meets. Phill mentioned Google is allowing faculty to set breakout rooms in advance and that will be made available soon. Rick offered suggestions to Cathi's concerns in the mean time. Furthermore, Gavin mentioned making a light board out of unused Plexiglas. If anyone thinks of additional training ideas or needs, Rick asked them to email him.

ATC Meeting – Rick stated the Academic Technoly Council will be meeting on Tuesday, April 6th. The ATC is comprised of the following people:

- **Phil Miller, Chief Information Officer**
- **Jianyu Ma and Yao Zhang (alternate) SBUS**
- **Larry Tomei – SNEHS**
- **Arif Sirinterlikci and Paul Badger (alternate) SEMS**
- **David Bennett and Emily Paladino (alternate) Library**
- **Natalya Bromall and Frank Hartle (alternate) SIHSS**
- **Jon Radermaher**

Rick indicated if anyone on the Advisory Board has any ideas or thoughts they are welcome to send them to Phill, Rick, or their school representative. Furthermore, Rick stated there are no longer representatives from each department, but one from each school and an alternate.

Next Meeting Schedule: The next meeting is tentatively scheduled for September 2021.