

**CIT Advisory Board Meeting  
November 19, 2019**

**Minutes Prepared By:** Nicole Carlins

**Attending:** Rick Fuller, John Zeanchock, Gavin Buxton, Jim Shock, Tim Jones, Jackie Klentzin, Phillip Miller, Diane Frndak, Maria Kalevitch, Janice Sarasnick

**Regrets:** Mike Quigley, Pat Litzinger, Alben Ivanova, Prasad Vemala Venkata Siva, Ersem Karadog, Ben Campbell, Manmohan Chaubey, Eliada Griffin, Nadine Englert, Jessie Kamerer, Anthony Moretti, George Semich, Greg Krivacek, Ann Jabro

**Approval of September minutes:** Rick Fuller presented the meeting minutes of the September 25, 2019 meeting to the board for approval, whereupon motion made by Janice Sarasnick , seconded by John Zeanchock and unanimously adopted, the minutes was approved as presented.

**Reports:**

- **New Faculty Orientation and Support:** No new information reported.
- **Innovative Teaching and Technology:** No new information reported.
- **Peer Collaboration/ CRP:** No new information reported.
- **Pedagogical Research and Effective Teaching:** Rick stated the research grants were offered again this semester with the same \$5,000 budget. The Operations Board members reviewed the applications and approved the following at their last meeting:
  - **Peter Draus - \$ 395**
  - **Sun-A Park - \$ 410**
  - **Sang Ho Shim - \$140**
  - **Sushma Mishra - \$ 395**
  - **Ann Jabro- \$390**
  - **Louis Monterrubio - \$720**
  - **Eliada Griffin El - \$565**
  - **Barbara Levine - \$230**

Rick stated all recipients were notified of their awarded grant money. Additionally, Rick stated the grants will be offered again in the spring semester.

- **Reflective Practice and Teaching Circles:** Gavin stated the teaching circles have been hit and miss this semester due to scheduling difficulties. Their was discussion on whether or not the teaching circles should be recorded and shared on the website. Additionally, the idea of recording podcasts of the teaching circles was mentioned.

**CIT/Academic Technology Council Structure:** Rick stated he recently met with Mary Ann and she does not like the idea of a school level council. She would prefer one representative plus one alternate from each school plus the library. Rick indicated he emailed all the deans to find a representative from each school. Finally, Rick said he will be working with Phil Miller and the main focus of the technology council is classroom technology.

**Data Driven Advising Coordinator Role:** Rick indicated Cathi Jones was offered the position and accepted. He recently had a meeting with Cathi, Killeen Schlegel, Phil Miller, John Michalenko, and Dave Majka to discuss the positions and EAB. Additionally, Rick stated Cathi attended an EAB conference in earlier in November. Furthermore, Rick mentioned he met with Cathi to discuss the advising handbook and shared with her the old handbook to use as a guide. In addition, Jessie will be providing her information from her advising seminars. Rick, also, stated Cathi is working with Killeen Schegal and they are planning to have one on one advising training and seminars starting after the New Year. Finally, Rick stated the possibility of creating an advising committee in the future.

**January Convocation:** Rick mentioned the CIT would once again conduct a series of pedagogical stations at the January 2020 convocation and would like to have at least 25 presenters. Thus far, he has twenty-four presenters confirmed. The board reviewed the tentative schedule for this year. Convocation will be held in Yorktown in the Ferris Room and the CIT will have one hour to present. The plan is to have eighteen sessions open at one time with four rotations so each presenter will only present three times and have one rotation off. The station presentation will be fifteen minutes in length. Finally, the idea of projecting the time left in the session was mentioned.

**BlackBoard Shell:** Rick discussed revisiting the CIT Blackboard Shell starting the beginning of the New Year. In addition, he has been recently reinstated as a leader. The plan is to have a handful of people upload resources and manage it; so, everyone else could access it. Therefore, the goal is to be a repository of resources the faculty can easily access.

**IDC Furniture & Technology:** Rick indicated there is extra budget money. He would like to purchase new furniture and additional technology for the IDC and CIT office instead of using it in internal marketing. He continued by stating he is in contact with Karen Martin regrading new furniture such as folding tables, new chairs, and couches. Additionally, Phil mentioned updating the technology in the IDC as we go to meet the needs.

**RISE Center Tour:** At the conclusion of the meeting, Janice gave a tour of the RISE Center to those who were able to stay.

**Next Meeting Schedule:** The next meeting will take place in early 2020.