

**CIT Advisory Board Meeting
September 17, 2020 via Google Meets**

Minutes Prepared By: Nicole Carlins

Attending: Rick Fuller, John Zeanchock, Jackie Klentzin, Maria Kalevitch, Prasad Vemala, Ben Campbell, Eliada Griffin El, Jessie Kamerer, Ann Jabro, Tim Jones, Gavin Buxton, James Chiaramonte, Ersem Karadog, Alicia Cassels, Shannon Konek, Albena Ivanova, Nadine Englert,

Regrets: Anthony Moretti, Janice Sarasnick, Greg Krivacek, Jon Radermacher, Phillip Miller, Cathleen Jones, Diane Frndak

Approval of March minutes: Rick Fuller presented the meeting minutes of the March 25, 2020 meeting to the board for approval, whereupon motion made by Ann Jabro, seconded by Tim Jones and unanimously adopted, the minutes was approved as presented.

Reports:

- **New Faculty Orientation and Support:** Rick announced Jessie's acceptance of the CIT assistant director position. As a result of her acceptance, there is an opening for the new faculty orientation and support role in which Rick is currently assessing possible candidates. He asked the board to let him know their personal interest or of a potentially good candidate for the vacant position. Furthermore, he said we have two new faculty members this semester. Jessie mentioned new faculty sessions normally run once a month except the first and last month of the semester. Finally, Nadine conveyed interest in the position and asked if a part-time person could be considered for the new faculty role. Rick said anyone can be a candidate; however, the ideal candidate would be someone who recently completed the new faculty process.
- **Innovative Teaching and Technology:** John stated he had no new information to report at this point in the semester. He plans to **comprise** virtual training sessions before the end of semester on a needs basis.
- **Peer Collaboration/ CRP:** Mike was absent from the meeting. However, Rick stated there is a CRP section on the CIT Blackboard shell along with a Reflective Practice Teaching Circle for CRP and Courageous Conversations. Additionally, Mike conducted a courageous conversations panel in July which was very successful and well attended. He plans to hold another one this semester.
- **Pedagogical Research and Effective Teaching:** Jim was absent from the meeting. Rick stated, the CIT grants are being offered to full-time faculty again this fall. He, also, acknowledged grants would be awarded for one of two objectives: pedagogical research or pedagogical conference registration fees. The deadline for research grants is Friday, October 2, 2020; however, most conferences have gone virtual due to Covid-19. Additionally, Rick stated grant monies will not roll over from year to year; therefore, all money must be paid out by May 15. Albena asked about using grant money for paying

external speakers for workshops on online learning. Nonetheless, Rick would like to keep grant money for conferences and/or research. However, if there is someone of great value, he will find out if there is additional budget money for them. John mentioned discussing further the possibility of external speakers and/or trainings at the next operations meeting.

- **Reflective Practice and Teaching Circles:** Gavin stated many of the teaching circles began to stagnate last semester prior to the Covid-19 shutdown. Preceding the start of the semester, he reached out to past facilitators asking if they would be interested in rebooting their circle. He was able to obtain six teaching circles for this semester: Innovative and Engaging Teaching, Media in the Classroom, Plagiarism and Online Teaching, Reflective Practice Teaching Circle for CRP and CC, Technology for Active Learning, and Using Blackboard Effectively. Gavin, also, said he would like to advertise the circles to faculty via an email so they can sign up for this semester. Additionally, the plan is to send a calendar invite of the meetings to circle members. Then, send an email to the entire faculty with the Google Meets link to potentially add it to their calendar and increase attendance. Furthermore, Albena recommended conducting a training session on how to record and edit video. Tim stated he plans to discuss and demonstrate recording/editing video during the first meeting of his teaching circle. John suggested recording the first circle meeting and posting it to the CIT Blackboard shell and/or conducting a separate training session on the topic. Finally, Rick asked the board to inform him if they are interested in facilitating a circle or know someone who would.
- **Data Driven Advising Update-** Rick stated Cathy Jones has been working with Kileen Schlegel to move things forward with data driven advising. Cathy has sent out emails and a newsletter to faculty to assist anyone teaching undergraduate courses with Navigate. She is, also, working on identifying success markers in each school along with an advising handbook for entire faculty. Cathy plans to reach out to the Deans and ask for one representative from each school to form a small taskforce to help create the handbook. The goal is to have the handbook completed by the end of the semester. In addition, Nadine mentioned gaining input from the advisors in each school. Rick suspects they will speak with the advisors in each school and use their input. Furthermore, Gavin stated everyone advises differently. As a result, he will speak to everyone in the different schools due to the diverse advisory strategies across the university. Gavin plans to be a part of the small taskforce. Furthermore, Ann mentioned contractually all faculty members have to advise. Therefore, she hopes the handbook is flexible enough to accommodate those who use the software as well as those who do not. Overall, the goal is for everyone to benefit and be efficient with their chosen way to advise. John asked if the handbook will be for both undergraduate and graduate. Rick answered by saying he hopes it will be all encompassing. Finally, Shannon verbalized to conduct small focus groups to capture information from the advisors.

Instructional Designer Roles: Rick announced both Alicia Cassles and Shannon Konek have been promoted to full-time with an expanded role under the CIT. They will handle face to face as well as synchronous and asynchronous courses. Additionally, they will conduct trainings and “Instructional Design Virtual Consultation Hours” to assist faculty. Currently, those hours are

being offered weekly on Tuesday and Wednesday. Furthermore, Nicole's position has also been elevated to full-time. In her new role, she will split time between an administrative assistant for the CIT and an instructional designer.

Fall Seminar Schedule: Rick showed the board his running list of seminars he would like to offer this school year and a discussion followed. He asked the board what would they like to add to the comprised list. Additionally, he mentioned conducting an open Q&A panel discussion as the first session offered. John mentioned online testing and asked Jessica about the use of lockdown browsers/respondus. Jessica mentioned this topic was addressed in the instructional design consultation hours. Several faculty members expressed interest in it with regards to finals. Ann mentioned offering a session in October on the transition process from on ground to fully online after the Thanksgiving break. Rick said a session was conducted over the summer and is currently on the CIT Blackboard shell; however, it may be worth looking into offering again. John stated to look into the trainings already offered from Blackboard. Jessica seconded this by adding the possibility of creating small working groups for Blackboard training on more of a mentoring basis. She, also, asked about an informal peer observation approach to learning how to teach VR classes for the spring. Rick asked the board to inform him if they know anyone who would be interested in a workshop, panel discussion, or open to observation. Moreover, Eliada mentioned a session with faculty who are facilitating cooperative learning and team based learning in real time in a VR setting to share their experiences and best practices. Rick feels this may be good to incorporate into the panel discussion session. Also, Gavin mentioned possibly a teaching circle on this topic. Finally, Rick stated he plans to prioritize his list and start to schedule seminars this semester.

CIT Blackboard Shell Index: Rick stated there is an abundance of information in the CIT Blackboard shell and the need to organize and index the information. Jackie mentioned contacting Chloe Mills since she has worked as a professional indexer. Rick said he will reach out to her.

Basic Computer Skills Course: Rick acknowledged his contact with several faculty, mostly part-time, members, who struggle with basic computer skills and are in need of assistance. He plans to explore different options on how to teach those faculty members in need of additional assistance.

Fall Grant Opportunity: Rick stated the CIT grants are once again being offered to full-time faculty this fall. He, also, stated grants would be awarded for one of two objectives: pedagogical research or pedagogical conference registration fees. The deadline for research grants is Friday, October 2, 2020. Additionally, Rick asked the grant recipients to share their learned knowledge and research from their conference to the entire faculty, through such events as convocation, or to their department.

Next Meeting Schedule: The next meeting will take place on Monday, November 16, 2020 @ 10:00AM via Google Meets.