

**CIT Advisory Board Meeting
March 27, 2019**

Minutes Prepared By: Nicole Carlins

Attending: Rick Fuller, John Zeanchock, Jessie Kamerer, Pat Litzinger, Maria Kalevitch, Tim Jones, Ben Campbell, Jackie Klentzin

Regrets: George Semich, Greg Krivacek, Ann Jabro, Nadine Englert, Soren Fanning, Diane Igoche, Mike Quigley, Gavin Buxton, Manmohan Chaubey, Janice Sarasnick, Jon Radermacher, Jim Shock

Approval of February minutes: Rick Fuller presented the meeting minutes of the February 5, 2019 meeting to the board for approval, whereupon motion made by Pat Litzinger, seconded by Ben Campbell and unanimously adopted, the minutes was approved as presented.

Reports:

- **New Faculty Orientation and Support:** Jessie indicated monthly workshops have been held with approximately 4-6 people in attendance. Rick and John taught the March 12th workshop on classroom tech with 3 people in attendance. Additionally, there will be a session on April 3rd on teaching portfolio/FAR with John and Rick assisting.
- **Innovative Teaching and Technology:** John said he and Rick facilitated a session on March 26th regrading discussion boards with 15 people in attendance.
- **Peer Collaboration/ CRP:** Mike was not in attendance; however, Rick stated Mike would be placing some of his information on culturally responsive teaching as well as peer collaboration on the blackboard shell. Additionally, Rick indicated people have been more interested and asking more questions about peer collaboration.
- **Pedagogical Research (Grant Opportunity) and Effective Teaching:** Jim was not present at the meeting; however, Rick indicated the CIT research grants for the spring semester were awarded and the recipients notified.
- **Reflective Practice and Teaching Circles:** Gavin was not present at the meeting; however, Rick suggested holding teaching circles at Fall Convocation if the CIT has a large block of time.

Spring 2019 Research Grants: Rick pointed out the CIT received seven grant applications this semester. The following applicants have been awarded and accepted the grant money:

- Christine Holtz - \$260
- Ferris Crane - \$825
- Leslie Koran - \$825
- Tim Jones- \$390

Rick indicated he notified the recipients of their awarded grant money and some has already been paid. Additionally, he mentioned two applicants were asked to reapply in the fall.

CIT Certificate Program: Rick stated the certificate program applications were sent to full and part-time faculty. Thus far, Nicole has received six applications. Additionally, he is in the process of adding the program and application to the CIT website. Furthermore, Rick conveyed the idea of requiring more than three points to earn a certificate. The board agreed 5-6 points would be best. Finally, as a way to incentivize the program, the idea of keeping track of the years awarded on the certificate was discussed. Because of the discussion, after so many consecutive years you receive some type of reward.

BlackBoard Shell: Rick discussed the CIT Blackboard Shell which will be accessible to all faculty. The plan is to have a handful of people upload resources and manage it, while everyone else could access it. Therefore, the goal is to be a repository of resources the faculty can easily access. Rick mentioned he and John have a lot of pedagogical content from their classes to add. Furthermore, Rick stated a link to the shell might be added to the CIT page on the RMU website. So far, the Blackboard shell has been created and Rick and Nicole are the only ones with access. All current full and part-time faculty have been loaded in as students. Additionally, the board discussed the idea of holding virtual teaching circles or workshops using Blackboard collaborate. Lastly, Rick stated once all the content is added, an email will be sent to faculty letting them know the shell is available and how to access it. Jessie mentioned imbedding a video in the email on exactly how to access it.

The “Nook”: Rick explained how the “nook” space in the library would be enclosed and the different ideas regarding technology and furniture. Additionally, he explained the CIT will share the space with the library and it should be available for use in the fall.

Spring Workshop Schedule- Workshop Attendance: Rick pointed out a lack of attendance at the workshops, so the board discussed different ways to boost attendance. John mentioned setting the schedule at the beginning of the semester and sending the dates to faculty. They can add it to their calendars and Nicole will send reminders of the workshop date. Furthermore, Rick stated he is working to reinstate a functional calendar to the CIT website. He added the goal of the certificate program was to boost attendance; however, this has not been accomplished. Additionally, Jessie mentioned the idea of webinars. Ben suggested using a google form at the beginning of the semester asking faculty what topics they would want and use a google doodle to assist with scheduling. Another option discussed was offering the same session twice, on different days, such as Tuesday and Wednesday.

Advisory Board Attendance: Rick mentioned the attendance at advisory board meetings have waned. Rick stated Nicole would be making a list of the current advisory board members attendance record. This list will be discussed at the April operations board meeting and if needed, a possible realignment of adding new people and/or removing those who have not been attending will take place. Additionally, Jackie mentioned sending out google calendar invites at the beginning of the semester and reminder emails closer to the meeting date.

Additional Items: Jackie mentioned the idea of starting journal circles/clubs. Rick thought it was a good idea as long as it stayed centered around teaching and pedagogy. Furthermore, Ben

mentioned the idea of a pedagogical book club. Everyone in attendance thought both ideas were good; therefore, Rick mentioned adding the clubs to Jim's section (Pedagogical Research and Effective Teaching) and allowing him to run them.

Future Meeting Schedule: The next meeting will take place early Fall 2019.