**CIT Advisory Board Meeting**

**March 29, 2022**

**Minutes Prepared By:** Nicole Carlins

**Attending**: Gavin Buxton, Alicia Cassels, Diane Frndak, Richard Fuller, Ann Jabro, Cathleen Jones, Jessica Kamerer, Ersem Karadag, Jacqueline Klentzin, Shannon Konek, Gregory Krivacek, Phillip Miller, Jim Shock, Larry Tomei, Prasad Vemala, John Zeanchock

**Regrets:** Albena Ivanova, Anthony Moretti, Benjamin Campbell, Eliada Griffin El, Janice Sarasnick, Jon Radermacher, Maria Kalevitch, Michael Quigley, Nadine Englert, Patrick Litzinger, Matt Maurer, Tim Jones

**Approval of February minutes:** Rick Fuller presented the meeting minutes of the February 8, 2022 meeting to the board for approval, whereupon motion made by Jessica Kamerer, seconded by Larry Tomei and unanimously adopted, the minutes was approved as presented.

**Reports:**

* **New Faculty Orientation and Support** – Diane stated she has conducted a couple sessions since the last advisory board meeting. The first session focused on the advising manual and it was well received by the new faculty. The session focused mainly on their questions and concerns regarding the advising manual. Additionally, Diane said they had a session hosted by Gavin which focused on the FARs, PEP, and promotion. Furthermore, she indicated they initially planned to have two additional sessions. The first session pertained to handling and better serving students who are experiencing mental health issues, and the second session looked into the resources available to students for both professional and personal development. However, these sessions are currently not scheduled, but this is always subject to change. Additionally, Diane mentioned they had no new faculty this semester, but are anticipating several new faculty members for the fall term.
  + **CIT and New Faculty Orientation Meeting**- Diane said Jessica has been working on modifying the agenda for new faculty orientation. They plan to keep it as interactive as possible to allow the new faculty to ask questions and receive answers. Diane, also, reiterated to everyone the CIT will be coordinating new faculty orientation starting in August. Furthermore, Rick asked the board members what they believe, based off personal experience, needs to be included in new faculty orientation and a discussion ensued. Ann suggested speaking about the teaching portfolio in more detail over the course of several months (not just orientation). John agreed a few seminars spread out over time would be very beneficial. Furthermore, Greg suggested focusing on the area of scholarship. He proposed the idea of having someone from the library, possibly Jackie, come in and explain the resources and databases available to new faculty for scholarship purposes. Jackie stated she would be interested in speaking to the new faculty regarding the resources available in the library. Moreover, John proposed the idea of the new faculty orientation being an introduction of what to expect over the upcoming year. It would include a schedule of seminars offered so they can plan in advance. Finally, Ann suggested the idea of possibly adding a one-year orientation to effective teaching requirement for new faculty to the new contract.
* **Innovative Teaching and Technology** – John specified he and Rick conducted a curriculum mapping, objectives, and outcomes administrative training in February. Furthermore, John discussed meeting the needs of departments across campus pertaining to developing the updated syllabi of record according to university and contract requirements.
  + **Curriculum Mapping Videos** –Rick indicated, during the February training, the needs of the administrators/faculty are not one-size fits all across schools. Therefore, he created a series of five modules which break down the process of curriculum mapping. Thus far, four of the videos are posted, but not visible, in the CIT Blackboard shell. The five training modules are as follows: Introduction to Curriculum Mapping, Writing Behavioral Objectives, The Link between Program Course and Lesson Plan Objectives, Choosing Course Leaders: Roles and Responsibilities, and Creating a Syllabus of Record. Furthermore, Rick said he has not created a template for the syllabus of record because it should be constructed by the individual departments. Moreover, there will be a voluntary activity at the end of the five training modules. Furthermore, Rick stated in lieu of more curriculum mapping seminars, the CIT will be operating on a consultative basis based on the needs of the departments/schools. In addition, John suggested everyone on the advisory board review the training modules and provide feedback and suggestions. Rick liked the suggestion and hopes to have the videos finalized in the next few days. He will notify everyone when the modules are ready for review and feedback/suggestions.

In addition, John mentioned he recently finished his “Go Paperless” video series he collaborated on with Alicia. The videos are purposely elementary so faculty new to Blackboard or those with minimal experience are able to understand the information. He asked the board members to review the videos at their earliest convenience and provide any feedback or additional ideas for future videos. The video series is currently available on the CIT Blackboard shell. Finally, Gavin asked John about Google Classroom and a discussion ensued. Larry mentioned there are several local school districts utilizing Google Classroom so he is now teaching how to use it in his own courses. Rick and John both thought this would be a good topic to discuss at the next ATC meeting.

* **Peer Collaboration/ CRP** – Mike was not present.
* **Pedagogical Research and Effective Teaching** – Jim stated he is currently exploring research on the topic of “ungrading”. Furthermore, Rick said the CIT journal club has restarted this semester. Jim specified the next meeting will take place today, March 29 at 11:30 AM. Mike Quigley will discuss Derrick Bell's "Who's Afraid of Critical Race Theory" 27 Years Later. Moreover, Rick reiterated to the board members to contact Jim if they or someone they know are interested in participating.
* **Reflective Practice and Teaching Circles** – Gavin said there are currently eight teaching circles; however, he does not know their active status. Moreover, he mentioned some of the teaching circles are very specific and only a certain group of people receive invitations. Additionally, Gavin discussed the “teachers teaching teachers” initiative he is currently working on. He plans to announce this initiative to faculty at convocation in the fall. Also, he plans on distributing a simple form to generate faculty interest and progress to a volunteer sign-up. In addition, to faculty observing on ground classes, Gavin stated John had mentioned the idea of observing online synchronous classes as well. John, also, suggested extending it to asynchronous courses. Rick plans to discuss this initiative further at the next operations board meeting. Furthermore, Gavin asked the board members if they have any teaching circle ideas or know someone interested in facilitating one in the future. Finally, Rick indicated his “Using Blackboard Effectively” teaching circle with John is meeting next Tuesday.
* **Quality Assurance and Needs Assessment** – Larry discussed the ongoing work the CIT is conducting in the area of quality assurance and needs assessment. Specifically, with regards to assisting the schools/departments with developing course proposals to submit to the GECC for consideration and approval in the new core. He shared and discussed with the board members a list of proposals entered into the curriculum tracking system. He stated there are currently sixteen in-progress core proposals; eight of which have moved beyond department level approval. Lastly, the GECC and its competency teams will be receiving these to review by the end of the week.
* **Instructional Designer Updates** – The instructional designers stated they have continued to engage in general faculty support through weekly virtual office hours, one-on-one consultations, and development of training materials/seminars. Additionally, they have been working on a number of course developments.
* **Data Driven Advising** – Cathy stated she is not seeing as many people using Navigate as she would like to see. She mentioned they held a “setting availability” contest as a way to boost utilization. She asked the board members for any suggestions on how to encourage faculty to utilize it more and show its value. Additionally, she mentioned her and Killeen held a couple coffee hours to discuss and answer faculty questions regarding Navigate and Banner. They plan to continue with the coffee hours. Furthermore, she indicated the graduate advising manual taskforce has been created and they have begun work on the manual. Rick encouraged the board members to view the undergraduate advising manual if they have not already done so. The manual is a very comprehensive, dynamic, and well-developed. Nonetheless, it will continue to be revised as new updates are released. Finally, Cathy mentioned making the manuals available to students which would further link the faculty with the students. Additionally, Cathy stated Killeen and the center for student success are sponsoring “How to Register” seminars for students. Therefore, if any board member has students who need assistance in this area, she encourages them to have their students register for one of the seminars.

**New/Old Business:**

* **August Convocation –** Ann asked if it was possible for the CIT to present first at convocation since their information is very beneficial. Rick stated he has talked with Mary Ann and requested to be earlier in the morning. He is unsure how much time they will have but has been assured it will be earlier in the morning. Rick said he would like to take the time to discuss the different types of pedagogies available and their utilization in face-to-face, synchronous, and asynchronous courses. Then, he stated he would like to do a think pair share activity with the faculty at their tables as a way to share ideas and create discussion. He hopes this could kickstart Gavin’s “teachers teaching teachers” initiative. Furthermore, he plans to have the instructional designers attend convocation and assist the faculty and become part of the discussion. Rick asked the board members to let him know of any other ideas regarding convocation. He, also, stated this will be discussed more at the next operations board meeting.
* **Outdoor Classroom –** Rick discussed the initiative of creating an outdoor classroom on campus which Jessica and Gavin are spearheading. Jessica stated they are currently exploring ways to make conducting classes outside more conducive for faculty. They have had different meetings regarding the resources available and have toured campus for potential outdoor locations. Unfortunately, there is no capital money available for this initiative. However, Rick stated they spoke with Sushil Acharya and he is helping to raise money through potential donors. Currently, they are working with facilities to find a location to store different outdoor classroom items such chairs and a large whiteboard on wheels. Jessica mentioned the initiative is still a work in progress. Additionally, Jessica said her and Gavin are collaborating on an outdoor classroom teaching circle and encouraged anyone who is interested in supporting the outdoor classroom initiative to join.
* **Spring Seminars – Curriculum Based –** Rick reiterated the focus for the spring seminars has been and will continue to be focused on topics pertaining to curriculum writing/mapping.
* **ATC Meeting Update**
  + **Respondus Update –** Rick restated the university no longer has the same access to the Respondus Monitor software as they once did. He stated Phill is currently evaluating the need and utilization to determine if it is worth reinstating. Moreover, Rick mentioned alternatives to Respondus monitor such as Google Meets and recording the meeting. Another alternative involves the students paying $15 per year to take an unlimited number of tests with monitor activity throughout the year. Overall, no decision has been made, but more information regarding this topic is to come in the upcoming months. Additionally, this topic will be discussed further at the next ATC meeting.
  + **Cielo24 Update –** Rick declared Cielo24 is a product which assists with ADA compliance. Unfortunately, the cost of Cielo24 has recently increased. As a result, Rick said the CIT explored the utilization of Cielo24 and found little to no utilization. Currently, YouTube and Google provide quality transcriptions and closed captioning for ADA compliance. However, Rick acknowledged occasions which arise when Cielo24 is needed. Therefore, they are exploring an “on demand” option Cielo24 offers. Rick stated Jon is currently working with a Cielo24 sales representative to transition to this version.
  + **IDC and VR Equipment –** Rick indicated the VR equipment has been installed in the IDC. He would like to begin conducting in-person trainings/seminars at the beginning of next semester in August; however, it would be beneficial to have a Google Meets option for those who cannot attend.
  + **Next ATC Meeting: April 12**

**Next Meeting Schedule:** This was the last meeting of the academic year. The next meeting will take place in September.