

**CIT Advisory Board Meeting
September 25, 2019**

Minutes Prepared By: Nicole Carlins

Attending: Rick Fuller, John Zeanchock, Pat Litzinger, Tim Jones, Ben Campbell, Jackie Klentzin, George Semich, Greg Krivacek, Ann Jabro, Janice Sarasnick, Jim Shock, Phillip Miller, Diane Frndak, Albena Ivanova, Prasad Vemala Venkata Siva, Ersem Karadog

Regrets: Mike Quigley, Gavin Buxton, Manmohan Chaubey, Eliada Griffin, Maria Kalevitch, Nadine Englert, Jessie Kamerer, Anthony Moretti

Reports:

- **New Faculty Orientation and Support:** No report given.
- **Innovative Teaching and Technology: Peer Collaboration/ CRP:** No report given.
- **Peer Collaboration/ CRP:** No report given.
- **Pedagogical Research (Grant Opportunity) and Effective Teaching:** No report given.
- **Reflective Practice and Teaching Circles:** No report given.

Fall Research Grants: Rick stated grants are being offered to full time faculty again this fall. The budget of \$5,000 has remained the same. He, also, stated grants would be awarded for one of two objectives: pedagogical research or pedagogical conference registration fees. Furthermore, he stated the operations board has already received and approved four applications. Since that time, two more application requests have been received. The deadline for research grants is Monday, September 30th. Additionally, Rick stated the grant recipients are asked to share their learned knowledge from their conference or their research either to the entire faculty, such as convocation, or to their department. Finally, Ann asked if the grants could be offered fall, spring and summer semesters. Rick answered by stating they are offered until the budget money runs out. Moreover, if a faculty wishes to go to a conference in the summer, they are encouraged to apply in the spring.

CIT/Academic Technology Council: Rick mentioned Mary Ann has incorporated the academic technology committee into the CIT. Rick continued by stating Mary Ann thought it would be a good idea to acquire more faculty input regarding technology. Philip Miller will be heading up the council. He stated it would include everything from Blackboard to using clickers for everyday technology in the classrooms. Overall, Phil will be in charge of a group of individuals, within the university, to decide which technology would be integrated within classrooms or on personal computers. Janice mentioned a specific technology in the RISE center, which can be used by more than nursing faculty. Tim Jones seconded this by mentioning technology in the AMC. In addition, they will inform faculty of what type of technology is available on campus, such as the RISE center or AMC. Finally, Albena mentioned having a repository of all the labs and technologies available at RMU; hopefully, offer schedule tours for faculty to learn what is available and how it is used. Lastly, Rick stated he and Phil would be meeting soon to discuss the council.

Data Driven Advising Coordinator Position: Rick said a new coordinator position will be added to focus on assisting the faculty. The board was asked to review the job description in their packet. The position will be funded by grant money and report to Rick. The purpose is to serve as a resource for faculty in data driven advising through interpretation and integration of data into the student advising process. The coordinator will work with the operations and advisory board as well as Nicole. They would, also, be expected to run several seminars and work with department heads. Additionally, Rick stated they would most likely be asked to create an advising handbook. The ideal candidate will be someone who understands EAB as well as data analytics. Prasad described the EAB system to the board. Furthermore, Rick stated the operations board would be interviewing three candidates next week for the position. The person chosen for the position will receive a \$3,000 stipend as well as a 3 credit course release.

Certificate Program: Rick indicated the certificate program would be offered again this year. He stated point total for the program has increased to 6 points over the course of two semesters. Last year, the CIT awarded close to 30 certificates. Rick discussed multiple ways in which faculty can earn points for the program such as attending seminars, convocation, or teaching circles.

January Convocation: Rick indicated the CIT would be conducting a series of pedagogical stations at the January 2020 convocation similar to last year. Rick would like to have at least 25 presenters. The board discussed different ways to improve upon last year. One of them would be to allow presenters to attend other presentations. Additionally, Albena mentioned, because of the noise level, possibly using headphones to watch narrated PowerPoints then lead into a discussion. Furthermore, Janice mentioned staggering the presentations. Finally, Rick asked the board members to ask faculty in their departments or schools if they will present.

Seminar Schedule: The board discussed the upcoming CIT seminars for the fall semester. Rick stated the new faculty seminars would be available to all faculty. The following seminars are tentatively scheduled:

- **9/24** Flipping Your Classroom – Jim Shock - 9:30-11:30am
- **10/2** Academic Integrity and Using Turnitin – Gavin Buxton – 1-3pm
- **10/8** Culturally Responsive Pedagogy – Mike – 12-2pm
- **10/15** Teaching our International Student Population (Academic Integrity and Testing Issues) – Jennifer Creamer/Sophie – 9-11am
- **10/28** Back to the Basics Socrates on Education - AJ Grant – 12-2pm
- **11/7** What Does the Adult Learner Need? – Rick Fuller – 10-12pm
- **11/21** Kahoot - Ashlee Shields – 10:30-11:30am

- Objectives, Operationalizing and Outcomes - Rick Fuller & John Zeanchock- **TBD**
- Mindfulness – Diane Frndak – **TBD**

New Faculty

- **10/23** 11-12 Advising
- **11/13** 12-1 Classroom Management & Giving Student Feedback

- **12/12** 1:30-2:30 Balancing the Faculty Role
- **2/3** 10:30-11:30 Learning Strategies & Classroom Engagement
- **4/2** 12-2 Annual Contract Requirements

Albena mentioned recording the seminars. Rick thought it would be a good idea to record some of the seminars; depending on the type of seminar. Albena mentioned the idea of recording the first part of the seminar as a narrated PowerPoint then open up the second half for discussion. The narrated PowerPoint could then be seen as well as learned by those who could not attend. Rick stated using the CIT BlackBoard shell as a repository for the seminar recordings. Lastly, Janice mentioned creating a YouTube channel for seminar recordings or videos.

IDC Update: Rick mentioned the Instructional Development Center (IDC) will be a shared space between the CIT and the library. The technology in the room is being finalized. Additionally, Rick stated they are considering opening the IDC to outside bookings in the future.

AMC Tour: Advisory board members who were able to stay after the meeting were given a tour and information session on the AMC by Tim Jones.

Fall Meeting Schedule: The next meeting will take place on Tuesday, November 19 from 11-12 PM in the IDC.