

CIT Advisory Board Meeting
February 8, 2021

Minutes Prepared By: Nicole Carlins

Attending: Richard Fuller, Alicia Cassels, Gregory Krivacek, Diane Frndak, Lawrence Tomei, Alben Ivanova, Patrick Litzinger, Jon Radermacher, Phillip Miller, Nadine Englert, Prasad Vemala, Eliada Griffin El, John Zeanchock, Benjamin Campbell, Jessica Kamerer, Tim Jones, Shannon Konek, Ann Jabro, Janice Sarasnick, Jim Shock

Regrets: Anthony Moretti, Cathleen Jones, Mike Quigley, Gavin Buxton, Ersem Karadog, Manmohan Chaubey, Maria Kalevitch, Jacqueline Klentzin

Approval of November minutes: Rick Fuller presented the meeting minutes of the November 16, 2020 meeting to the board for approval, whereupon motion made by Jon Radermacher, seconded by John Zeanchock, the minutes was approved as presented.

Reports:

- **New Faculty Orientation and Support:** Dian stated no new faculty hires this semester. She has been utilizing a one-on-one consultation approach with the two new hires from last semester. Diane, also, plans to conduct a couple of workshops in the spring, targeting new faculty, but will open it to everyone. Moreover, she mentioned she sent an email to the new faculty with a list of several different items asking for their feedback on potential ideas. They were most interested in learning more about the FARS and Dossiers along with the probationary status expectations. Ann mentioned she would be presenting a workshop with John explaining and detailing the process and expectations. Additionally, the two new hires were interested in a mentoring program since neither of them currently have one. Rick revealed he would like to create a formalized mentoring program in the near future. John asked the board for suggestions regarding a mentoring program and the board discussed different parameters/guidelines, which need considered. Lastly, Rick asked Nicole to add mentoring program to the next operations board meeting for further discussion.
- **Innovative Teaching and Technology:** John said no new information and no seminars scheduled. However, he asked the board members if they have any specific needs regarding innovative teaching and technology, specifically with virtual rotation, they would like to have address in a formal or informal workshop this semester and a discussion followed. Additionally, Jon mentioned an article in the Chronicle of Higher Education entitled “Making HyFlex Teaching Work on Your Campus” which he believes would be of great value to John. Several board members were interested in the article; therefore, Jon plans to forward it to everyone.
- **Peer Collaboration/ CRP:** Mike was not present. Rick indicated Mike continues to work with Thomas Gibson on an interview style presentation with the specific focus on retention of students of color, particularly, African American. However, a date for the

presentation has not been set. Additionally, Mike remains working on the anti-racism taskforce.

- **Pedagogical Research and Effective Teaching:** Jim stated there was no new information to report, but reiterated there were several good articles recently published in the Chronicle of Higher Education. The link to their website is on the CIT website. Additionally, he mentioned Harvard Publishing has several good resources on their website regarding teaching in the current environment. Furthermore, Rick indicated the CIT grants are once again offered to full-time faculty this spring. Nicole has sent the applications to faculty, and thus far has only received back two submissions. The application deadline is February 15, 2021, with submissions reviewed at the February operations board meeting. If anyone has additional questions about the grant, they can contact Rick or Jim.
- **Reflective Practice and Teaching Circles:** Gavin was not present. Rick stated Gavin had decreased the number of circles to six this academic year. Unfortunately, the circles fell flat last semester. However, the plan is to have the circles up and running this semester. Additionally, Rick mentioned the possible addition of a VR Practices teaching circle.
- **Data Driven Advising Update:** Cathi was not present. Rick stated Cathy and KileenSchlegel have made great strides and progress conducting Navigate trainings across all departments. Additionally, Rick affirmedCathi has been working on the advising manual the last few months, with her task force, and is now complete. The manual is an electronic manual that links out to existing structures in place.The manual was sent to the Dean’s for review and have since received feedback and recommendation. The plan is to keep the task force in operation and meet at the beginning of every term to review the manual and make any necessary updates. The manual will be posted on the CIT website and Blackboard shell. Additionally, she will be doing a utilization review to obtain feedback on efficacy and value of the manual in the fall.
- **Instructional Designers:** Nicole, Shannon, and Alicia are continuing to create and send “How-To Micro Videos” to faculty each week. These short 3-6 minute videos demonstrate basic Blackboard features to assist faculty build and deliver their courses. Rick plans to create a video on uploading course rosters into Google Meets. Additionally, they are still offering virtual “office hours” on Tuesday and Wednesday each week. Furthermore, Alicia mentioned she recently reorganized the CIT blackboard shell and made a few adjustments to the Blackboard training program offered to faculty. Moreover, Nicole mentioned we are now tracking interactions between the instructional designers and faculty. Rick stated the reason is to document the value/efficacy of the CIT and instructional designers, which will assist with decision-making moving forward. Finally, Shannon indicated she is working on a VR best practices focus group.
- **Quality assurance and Needs Assessments:** Rick shared with the board the addition of Larry Tomei to the operations board. Larry will be in charge of quality assurance and needs assessment. Larry asked the board to send him information regarding the different

needs they or their department may have and ways he is able to assist as he begins his new role.

VR Training with IT and CIT: Rick reiterated CIT members assisted faculty with VR issues by being on campus the first week of the semester. Currently, there are 50 additional faculty conducting VR for the first time this semester. Moreover, Rick indicated Phill has conducted a number of VR trainings prior to the start of the semester. Rick noticed faculty asking more pedagogical questions, in addition to technology questions, this semester as opposed to the fall semester. Ann mentioned training the entire faculty on VR because unexpected situations may arise were a number of students might need to be brought in virtually. The board discussed the possibility of offering training sessions, along with several possible options, for all faculty. Rick plans to talk to Phill about holding open training sessions and ongoing one-on-one training sessions. Then, he wants to gauge the interest of faculty, across the university, in conducting such training sessions as we move forward.

Transforming the Teaching and Learning Environment University Conference: Rick stated Derya Jacobs informed him of this conference and a decent amount of faculty expressed interest in participating. As a result, Nicole did an institutional registration, which allowed all faculty access to the virtual conference. Rick highly suggests everyone take advantage of the sessions available. All presentations will be archived for faculty to take advantage of at their convenience.

ADA Compliance Checklist– Is My Online Class ADA Compliant: Rick discussed the need for ADA compliance in all courses. Additionally, he stated Alicia, Shannon, and Nicole have been working on creating an ADA compliance checklist for faculty to refer to when developing/delivering a course.

- **Training program:** Rick is working on developing a seminar they plan to present this semester on “Creating ADA Compliant Courses” with Alicia, Nicole, and Shannon. He also, stated we have completed the legal reviews and now plans to discuss it with Mary Ann this week.
- **Ally:** Rick mentioned the CIT is looking into a tool in Blackboard called Ally. Alicia explained Ally is a feature embedded in Blackboard to help instructors ensure course content is accessible to all users. It scans pages, documents, images, and more, providing each item with an accessibility score and options on how to remediate if necessary. Rick plans to discuss this with Phill within the next couple of weeks.

Basic Computer Skills Course Discussion: Rick indicated he met with Amjad Ali from SIHSS a few times to discuss a basic computer skills course. Amjad suggested having one-on-one training and possibly hiring student workers. While a good suggestion, Rick spoke with Phill Miller about the course and he mentioned the New Horizons training program the faculty can access through the University. Therefore, instead of a work-study program, we are referring faculty with computer skill difficulties to New Horizons. Moreover, Phill mentioned New Horizons was advertised to all faculty in the HR newsletter.

- New Horizons Link: <https://rmu.us18.list-manage.com/track/click?u=468e8e1559af08e244b51be5d&id=099a8cd112&e=2d4f9c7f55>

Additional Items: Tim asked a question about an old business item regarding video making. Rick mentioned the CIT has recently purchased Screencast-O-Matic to assist the instructional designers with making the how-to videos. Tim mentioned the AMC would probably purchase Screencast-O-Matic as well. Additionally, John spoke about creating a dedicated workspace for faculty to record videos and utilize a tool like Screencast-O-Matic. He would like to discuss this idea further at the next operations board meeting.

Next Meeting Schedule: The next meeting will take place Thursday, March 25 @ 2:00 PM via Google Meets.