

CIT Advisory Board Meeting November 16, 2020

Minutes Prepared By: Nicole Carlins

Attending: Rick Fuller, John Zeanchock, Jackie Klentzin, Maria Kalevitch, Prasad Vemala, Ben Campbell, Eliada Griffin El, JessicaKamerer, Ann Jabro , Alicia Cassels, Shannon Konek, Alben Ivanova, Janice Sarasnick, Jon Radermacher, Phillip Miller, Diane Frndak, Pat Litzinger

Regrets: Anthony Moretti, Greg Krivacek, Cathleen Jones, Jim Shock, Mike Quigley, Gavin Buxton, Tim Jones, Ersem Karadog, Nadine Englert, Manmohan Chaubey

Approval of September minutes: Rick Fuller presented the meeting minutes of the September 17, 2020 meeting to the board for approval, whereupon motion made by Shannon Konek, seconded by Alben Ivanova, the minutes was approved as presented.

Reports:

- **New Faculty Orientation and Support:** Diane was not present at the start of the meeting; therefore, Jessica provided the report of two new hires this semester. Diane has been utilizing a one-on-one consultation approach with the new hires. So far, they have been meeting regularly and all is well. Furthermore, Diane plans to conduct a couple of workshops in the spring, mostly targeted towards new faculty, but they will be open to everyone. Additionally, Rick reiterated Jessica has moved to an assistant director role within the CIT and Diane has taken over the new faculty role.

- **Innovative Teaching and Technology:** John stated he conducted a session on Blackboard testing options with Jessica and Gavin on November 5th. A link to the video recording is posted on the CIT Blackboard shell. He asked the board members if they had any suggestions, concerns, and/or ideas regarding technology training for next semester and a discussion ensued. Alben suggested a session on designing VR courses; specifically, the pedagogical side of developing/delivering VR courses. Rick talked about a best practices panel session the operations board has been discussing since September. He said they are currently researching and developing the session. The plan is to offer the session at the beginning of spring semester prior to Convocation. Alben suggested delivering the session in a VR setting. Additionally, IT will be offering VR trainings on December 1 & 2 for those teaching VR in the spring. Rick mentioned he would be there in addition to the instructional designers to assist with pedagogical questions. Phill indicated the plan is to review some of the new features in Google Meets. John suggested having a session focused on the pedagogical side of VR separate from the technical training sessions not to overwhelm the faculty. John, also, suggested a couple of VR training sessions as close as possible to the start of the spring semester in January for those who missed the December trainings. Phill thought his suggestion was a good idea and would be happy to add the January sessions. Furthermore, Ann proposed using the Monday-Wednesday prior to classes starting as a VR training opportunity. Finally, Ann mentioned faculty not moving the camera as a big complaint of the students and asked if it could be addressed in trainings. Moreover, Alben asked about cameras, which follow

the instructor around the room. Phill discussed a new camera they will be testing which follow instructors; however, the current cameras do not move.

- **Peer Collaboration/ CRP:** Mike was not present. Rick stated there is a new President's fellow, Dr. Thomas Gibson, at the University this semester who will be of value to the CIT. Rick stated one of his areas of expertise is culturally relevant pedagogy; so, he teamed him up with Mike. Dr. Gibson and Mike have a panel discussion Q&A planned for after the Thanksgiving break.
- **Pedagogical Research and Effective Teaching:** Jim was not present. Rick declared the CIT grants were 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. Nicole stated she received one application this semester and the application was reviewed and approved. However, there is grant money left; therefore, the grants will be offered again in the spring. Ann asked Rick to clarify what is acceptable in terms of pursuing a grant for a research project. Rick said the proposals are open ended, but the operations board is looking for pedagogical type research. Nevertheless, the money awarded can be used for a variety of reasons. For example, Janice stated she was awarded grant money and used it to pay a graduate assistant to collect data in a clinical setting.
- **Reflective Practice and Teaching Circles:** Gavin was not present. Rick stated Gavin downsized the number of circles this semester to six. Additionally, Rick indicated Nicole has created a Blackboard shell for each circle. He, also, said it was discussed at the recent operations board meeting to have six breakout sessions at Convocation focused on the teaching circles. He proposed the idea to Mary Ann and is waiting to hear if the CIT will receive time to present.
- **Data Driven Advising Update:** Rick stated Cathy Jones and Kileen Schlegel have made great strides and progress conducting trainings across all departments. Additionally, she has created a taskforce comprised of representatives from all four schools to develop an advising manual. They plan to have a complete manual, for undergraduates only, by the beginning of the year. Rick stated they used an advising manual created by Phillip Harold as a template. Furthermore, the taskforce would like to create a graduate version in the future.
- **Instructional Designers:** Nicole, Shannon, and Alicia are creating and sending "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. Additionally, they are still offering virtual "office hours" on Tuesday and Wednesday each week.

Micro Videos updates – Rick stated several short 3-6 minute videos were posted on the Blackboard shell. He is currently looking into relatively inexpensive video editing software to produce these videos, and plans to talk with Phill and John about purchasing the software.

CIT Blackboard Shell Index: Rick said the CIT Blackboard shell needs to be organized and indexed due to the abundance of information. He continued by saying he, Nicole, Alicia, and Shannon met with Chloe Mills to discuss her possible assistance with the indexing process. He, also, had a meeting with Tim Schlak. However, the process continues to be ongoing.

Basic Computer Skills Course Discussion: Rick acknowledged his contact with several faculty members, mainly part-time, who struggle with basic computer skills and in need of assistance. The basic computer skills course would be voluntary. He has met with Amjad Ali from SIHSS to discuss a basic computer skills course. Rick stated Amjad, as well as, Mary Ann thought offering a basic skills course would be beneficial to faculty. Moreover, Phill mentioned the university has a campus wide subscription to New Horizons Computer Learning Centers. They offer a variety of courses on basic computer skills such as Microsoft Word, Excel, etc., which is available to all faculty and staff. Rick was unaware of this service but plans to look into it farther.

OCICU vs CIC / ADA Compliance Checklist: Jon discussed the difference between the OCICU and the CIC. The cost and infrastructure of CIC is better than OCICU. For this reason, the university is looking into migrating into CIC. Both Jon and Rick mentioned the need for ADA compliance in all of our courses, especially the courses offered through OCICU or CIC and a discussion followed. Rick wants to create a training session on how to create or modify a current course into ADA compliance. 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. Rick plans to talk to legal and Molly Hill in Services for Students with Disabilities (SSD) about the checklist and the training session to verify everything offered is correct.