

**CIT Advisory Board Meeting  
February 5, 2019**

**Minutes Prepared By:** Nicole Carlins

**Attending:** Rick Fuller, George Semich, Greg Krivacek, Pat Litzinger, Maria Kalevitch, Eliada Griffin-EL, Ersem Karadag, Tim Jones

**Regrets:** Nadine Englert, Soren Fanning, Diane Igoche, Mike Quigley, Gavin Buxton, Manmohan Chaubey, Ann Jabro, John Zeanchock, Ben Campbell, Jackie Klentzin Jim Shock, Jessie Kamerer, Janice Sarasnick, Jon Radermacher

**Approval of November minutes:** Rick Fuller presented the meeting minutes of the November 14, 2018 meeting to the board for approval, whereupon motion made by George Semich, seconded by Maria Kalevitch and unanimously adopted, the minutes were approved as presented.

**Reports:**

- **New Faculty Orientation and Support:** Rick stated Jessie has a schedule of workshops, which have been sent to the new faculty. Rick stated approximately 4-6 people have been attending those sessions. Additionally, Rick mentioned the workshops are not limited to just new faculty, all faculty are welcome to attend. Nicole sends out invites to both full and part-time faculty.
- **Innovative teaching and technology:** Rick indicated he and John are planning to present a few workshops this spring. Some of the technology topics they plan to cover include blackboard as well as how to integrate technology into pedagogy and the classroom.
- **Peer Collaboration/ Culturally Responsive Pedagogy (CRP):** Rick specified Mike plans to do a presentation on culturally responsive practices at the end of February.
- **Pedagogical Research and Effective Teaching- Current Grant Opportunity:** Rick pointed out Nicole sent out the research grant applications to all full-time faculty. He stated the CIT has \$2,300 left in grant money to award and the application deadline is February 24, 2019. So far, Nicole has received one application and a few have expressed interest.
- **Reflective Practice and Teaching Circles:** Rick stated the CIT has about a dozen teaching circles “on the books”. Unfortunately, with everyone’s busy schedule, it has been difficult to organize the teaching circles on a consistent basis. Maria mentioned holding teaching circles in May, after the spring semester, since the faculty contractually has to be on campus. They would have more free time to attend the circles. Rick also suggested holding teaching circles at Fall Convocation.

**CIT Certificate Program:** Rick announced and explained this program at convocation in January. Additionally, he mentioned the operations board discussed the idea of awarding points

towards the certificate for those serving on the advisory/operations boards. The board agreed it would be a good addition to the application. Furthermore, Rick stated no new information regarding the certificate program was added to the contract.

**January Convocation:** Rick asked the board members for feedback regarding January Convocation and a discussion followed. Most of the feedback was positive with the exception of the noise. Everyone agreed twenty-five presenters was a good number. Suggestions to improve the CIT presentation included a different layout for better flow from table to table, less tables, more easels and/or utilize wall space, and use the hallway space for stations. However, the layout of next year's convocation will be dependent on the location: UPMC Events Center or Yorktown. Rick stated he plans to only do this type of presentation at January Convocations due to the extensive planning. He mentioned the idea of teaching circles at the Fall Convocation since there is less prep time. Finally, Rick said the operations board reviewed the data collected from convocation regarding topic areas the faculty would like to learn more. He mentioned there were several standouts and he asked the top five vote getters to present their topic at a spring workshop. Additionally, he mentioned using those same presenters to present at a CIT summer academy. However, details on the summer academy are TBD.

**Spring Workshop Schedule:** Rick stated Nicole is currently in the process of reserving rooms and scheduling dates and times for spring workshops. Tentatively, the following workshops are planned for the spring semester: Interdisciplinary Teaching, Real-time Resilience and On-the-Fly Mindfulness, Culturally Responsive Teaching, Comedy in the Classroom and Back to Basics Teaching. Once Nicole secures rooms, she will send out invites to the faculty.

**Website Update:** Rick indicated the CIT website has been updated. A link to the website is located on the Office of the Provost page on the RMU website (<https://sentry.rmu.edu/academics/provost/cit>).

**Blackboard Shell:** Rick discussed the idea of creating a CIT Blackboard shell accessible to all faculty. The plan is to have a handful of people upload resources and manage it, while everyone else could access it. Furthermore, Rick stated a link to the shell would be added to the CIT page on the RMU website. He will keep the board updated on the Blackboard shell as it is discussed.

**Academic Media Center & the CIT:** Rick mentioned he recently had a meeting with Tim Jones and Jon Radermacher about the academic media center and the equipment and resources available to faculty. Tim discussed the media center and mentioned it has cameras, tripods, webcams and other resources available for faculty to use as well as a staff videographer to assist faculty with video instruction. The best time to use it would be over the summer and at the beginning of the semesters before students begin checking out/needing the equipment. Finally, Rick indicated this is a great opportunity for the CIT, RMUO and the AMC to work together and become a great resource for faculty.

**Spring 2019 Grants:** As mentioned above, Rick indicated Nicole sent out the research grant applications to all full-time faculty and the application deadline is February 24, 2019. So far, Nicole has received only one application. Furthermore, Rick discussed the grant presentations by those who receive grant money. Three possible options are a workshop for the entire faculty, a

presentation to their department if the topic does not benefit the entire faculty, or present at January convocation. The goal is to have them share what they learned with other faculty.

**Future meeting schedules:** The next meeting will take place on March 27, 2019 from 12:30-2 pm in Franklin 204.