

CIT Advisory Board Meeting September 20, 2018

Minutes Prepared By: Nicole Carlins

Attending: Rick Fuller, Gavin Buxton, Jim Shock, Manmohan Chaubey, 'Ersem Karadag, George Semich, Ann Jabro, Greg Krivacek, Pat Litzinger, Eliada Griffin-EL, John Zeanchock, Ben Campbell, Jessie Kamerer, Maria Kalevitch, Jackie Klentzin

Regrets: Nadine Englert, Soren Fanning, Diane Igoche, Janice Sarasnick, Mike Quigley

Welcome and Introductions: Rick introduced two new members of the Advisory Board:

- **Maria Kalevitch** - Dean, School of Engineering, Mathematics and Science , University Professor of Biology Science, and Acting Associate Provost for Innovation
- **Jackie Klentzin** - Liaison and Campus Engagement Librarian and University Professor of Learning Resources

Additionally, Rick introduced the visiting Rooney Scholar, Dr. Soji Oni.

CIT Jackets: Nicole handed out jackets with the CIT logo to all Advisory Board members in attendance. Rick specified these jackets are a way to say thank you for serving on the board.

Reports:

- **New Faculty Orientation and Support:** Jessie was not present at the beginning of the meeting; however, Rick indicated she has a series of events scheduled for new faculty. Rick stated all faculty are welcome to attend the new faculty workshops, which are listed on the CIT calendar.
- **Innovative teaching and technology:** John mentioned Rick and he had their first seminar, "Using Blackboard Effectively", on Tuesday September 11 with ten people in attendance and all went well. They both stated the workshop was conducted more like a seminar since the goal is to continue discussing this topic in a teaching circle. Additionally, John stated the seminar was on how to use blackboard for effective pedagogy rather than the mechanics of how to use blackboard. John continued by saying there is a need for individualized instruction since not all learners are on the same level. He, also, encouraged those in attendance to email/call them with specific questions related to blackboard and they would be happy to assist. However, if they cannot answer their questions, they would direct them to the appropriate person for assistance. Furthermore, Greg mentioned Blackboard has webinars, tutorials and support available online. Rick asked Pat to look into this and try to make it easily available to faculty. Finally, Ann brought up the idea of offering a certificate, which counts for merit through a series of instructional modules on a topic such as Blackboard. Hopefully, this will provide motivation to fill the room as well as some type of assessed expectation. Rick liked the idea of a certificate system and conveyed the idea of creating a taskforce to

explore some type of certificate program through the CIT. He continued by stating he will examine this idea further and discuss further at the Operations Board meeting.

- **Peer Interaction Culturally Responsive Pedagogy (CRP):** Mike was not present at the meeting; however, Rick indicated he has a workshop scheduled for October 9 titled “Cultural Diversity in the Classroom”. Additionally, Rick indicated Mike is facilitating a CRP and Peer Interaction teaching circle. Furthermore, Rick mentioned the Operations Board discussed assembling a way to use different language to separate informal and formal reviews; and decided to change the section name from formative peer review to peer interaction. Possibly, this will allow faculty to feel more comfortable with being observed and provide feedback.
- **Pedagogical Research and Effective Teaching:** Jim said he would be updating his bibliography of pedagogical articles to upload to the website. Additionally, Jim stated he would like to add an updated list of higher education teaching conferences, which are available for faculty to attend as well as the proceedings from those conferences. Furthermore, Rick indicated Nicole sent out the research grant applications to all full-time faculty. The application deadline is September 30, 2018. So far, Nicole has received one application. In addition, Rick stated he is offering the fall-term grant applicants the same \$5,000 in available funds as last year. Gavin reminded everyone the grant money does not fund entire conferences only registration fees. Finally, Rick discussed the grant presentations by those who received grant money and listed three possible options: a formal 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 from the conference with the faculty. Lastly, Ben mentioned there was no check box on the application asking whether you were presenting or just attending a conference. Rick said he would look into adding this in the future.
- **Reflective Practice and Teaching Circles:** Gavin indicated there are 13 teaching circles currently this semester. He, also, communicated to the board members the CIT will assist the facilitators with whatever they need such as finding locations or sending informative emails to faculty. Furthermore, Gavin stated he plans to set-up informal individual meetings such as coffee with the facilitators to talk about their circles, plans going forward, and/or any assistance needed. Gavin also mentioned the idea of adding the names of the members of each teaching circle to the website. This can possibly be a way to acquire more people to join if they see their colleagues/friends involvement in a particular circle. Another way Gavin mentioned to boost faculty involvement was the idea of creating a CIT teaching circles podcast. Lastly, Rick indicated he would like all the board members to attend as many teaching circles as possible to promote and facilitate them.

CIT Website Status: A discussion about the current CIT website was conducted. The new CIT website can be accessed through the RMU website; however, Rick indicated it is more of a bare bones model with much of the old information no longer accessible. Additionally, Rick stated he and Nicole recently had a meeting with Jackie to discuss adding the LibGuides she has been

working on. Lastly, Rick stated Mary Ann and David Jamison are meeting with Jonatan Potts next week to discuss the needs of the CIT pertaining to the website.

Professors as Lifelong Mentors: Rick revealed this initiative is something Dr. Howard is very interested in and Mary Ann has taken on a larger spearheading role. Rick also stated he is trying to schedule a date for Mary Ann to give a faculty presentation on the topic; however, it has not yet been set.

Fall Workshops/Scheduling – Dr. Soji Oni Involvement: Rick mentioned they want to schedule workshops on the second Tuesday of every month. Currently, all upcoming workshops are on the CIT calendar. Additionally, Rick indicated Dr. Oni would conduct two presentations in October and November on mentoring and his life in teaching. Once the dates/times have been set, Nicole will send an email to everyone.

CIT Budget and Purchases: Rick told the board the CIT recently purchased microphones for faculty to use during narrated PowerPoints or videos. Rick also indicated Nicole and he are planning to purchase a new Nikon or Canon DSLR camera, along with a tripod and transportable bag. Additionally, Rick pointed out Nicole is looking into webcams as well. The goal of the CIT has always been to be a resource for faculty. Therefore, once the budget is determined and everything purchased, the plan is to inform the faculty of the equipment available to them.

Advising Taskforce: The board discussed advising and who is responsible for advising throughout the university. Rick stated he spoke to Mary Ann about the CIT setting up a university wide task force to create an ABC's of advising manual by the end of the spring semester. Ann mentioned advising is contractual and the manual must go through a negotiated process. However, Gavin stated this advising manual will be faculty made and is completely optional whether or not they chose to use it; therefore, it will not be a contractual conflict. Ben stated the school of engineering put together an advising FAQ and offered to share it with the CIT with permission from his dean. Lastly, Rick wants the taskforce to be a small, selective group of people to create an advising manual and asked the board members who would be interested in serving. So far, Gavin and Ben have volunteered. Rick stated he would reach out to department heads/deans to identify approximately six or seven people to serve.

January Convocation/ Pedagogical Station Presentations: Rick confirmed the CIT would have one hour to present at spring convocation. He stated the CIT presentation would be more of a poster style session with roughly fifteen to twenty minute rotating presentations. However, it would be fine if someone wanted to break off into a teaching circle during this time. The plan is to utilize the hallway, ballrooms or both in Yorktown for the faculty interactive presentations. Rick asked the board members to consider doing a presentation themselves along with a few faculty members from their department to do the poster presentation.

Additional Items: Ben mentioned there is a PAGE (Pennsylvania Association for Gifted Education) conference in Cranberry in November. For those interested, the cost to attend is \$150.

Future meeting schedules: The next meeting will take place November 14 from 12:30-2 pm in Franklin 203.