ADVISORY COUNCIL ON INSTRUCTIONAL EXCELLENCE  
Andrew R. Blair, Chair  
December 13, 2010

Minutes

Present: A. Blair (Chair), J. Brodsky, S. Deitrick, M. Gubar, J. McGrath, M. Redfern, M. Ripoll, C. Schunn, and C. Golden (CIDDE Liaison)

1. Approval of the Minutes (A. Blair): Dr. Blair asked for a motion from Council members for approval of the November 19, 2010 meeting minutes, which was offered, seconded, and accepted as written. The minutes will be posted to the ACIE website.

2. Report of the Chair (A. Blair): Dr. Blair reported briefly that at next month’s meeting, the agenda will focus on the proposal review process and encouraged members—in particular new members who have not participated in the process previously—to attend.

3. Reports of the Committee Chairs

a. Faculty Development Committee (C. Golden for N. Day, Chair): Ms. Golden updated Council on the progress the Committee has made on various topics of discussion. (1) CIDDE has received a number of responses (8-10) from departments/schools for individual workshops on various topics. CIDDE will evaluate each request and develop a schedule. (2) CIDDE is developing a repository of school/departmental teaching-based events for its website, and possibly may record certain events and make these available for interested faculty. (3) Ms. Golden presented a prototype of a website that would essentially replace the Teaching Excellence Showcase as a one-stop-shop for the Innovation in Education Award winners. Committee members present offered several ideas for presenting the individual projects; e.g., by discipline, year, or theme. Project information would be standardized to contain links to features such as videos, syllabi, etc. that were produced during the course of the project. There was also a suggestion for interviews with the project director or possibly panel discussions of project directors discussing their projects. Ms. Golden will send Council members the web address for the prototype site and welcomes comments. Dr. Blair suggested a possible creation of a community on the University’s portal (mypitt.edu) for this, possibly linked to the one already available for the proposal review process. Once the website site has been agreed on, Ms. Golden noted that it will be highly publicized to faculty through the various media (print, emails to CIDDE liaisons, etc.), as well as taking several broad-based individual project presentations to the schools directly. A pilot project could be conducted to see what works best. Concerns about this web project were raised: (1) reporting of project results and accountability to the Provost, and (2) intellectual property rights of placing materials on the web.

b. Best Practices Committee (S. Deitrick, Chair): The committee was not scheduled to meet in December but will meet in January. Ms. Golden reported that CIDDE has gathered some very preliminary online evaluation information from its benchmarking for the Committee’s review. CIDDE staff has interviewed a number of AAU school representatives, plus those from the Learning Technology Consortium and other professional development groups. The
information gathered so far is rich and CIDDE staff is beginning to look at the data more closely. The big question is how to get students to participate, and the answer seems to be incentives. Responses are still being received and reminders have been sent to the selected institutions that have not yet responded. Dr. Blair reiterated that this is a major activity for Council and we need to consider all aspects of how teaching evaluations impact faculty members as well as the curriculum.

4. **Report of the CIDDE Liaison (C. Golden):** Ms. Golden briefly reported several Proposal Planning Days have been scheduled—two in December and two in January. The first date (December 8) had 11 scheduled appointments with faculty. These are one-on-one meetings with instructional designers and mainly are discussing the feasibility of a proposed project with the project director. Ms. Golden also noted that Blackboard 9 is coming in May. A plan has been developed with CSSD, and there will be only a few days of system down-time for the upgrade. In this version, navigation will be improved, management of grade assignment is easier, and other tools have been incorporated, and, in general, it will have a different look but the functions will remain the same. A detailed communication will be sent to all faculty, and information will also be placed on the CIDDE website.

5. **Adjournment:** With no further business, the Advisory Council adjourned at 3:00 pm. The next Advisory Council meeting is Tuesday, January 18, 10:00 am, 826 CL.