Present: A. Blair (Chair), J. Brodsky, S. Deitrick, M. Druzdzel, B. Falcione, L. Glasco, M. Kerr, M. Madison, M. Redfern, and C. Golden (Staff Liaison)

1. Approval of the Minutes (A. Blair): Dr. Blair asked for a motion from Council members for approval of the January 10, 2012 meeting minutes, which was offered, seconded, and accepted as written. The minutes will be posted to the ACIE website.

2. Report of the Chair and Innovation in Education Awards Proposal Review Process (A. Blair): Dr. Blair reminded Council members that the Proposal Review Session is Saturday, March 17 and will be held in LRDC’s conference room on the 6th floor. He reported that 22 proposals have been submitted for the Innovation in Education Awards 2012 competition. Several documents were distributed, including a list of the proposals received, noting that submissions came from various schools and regional campuses; instructions for accessing the Web portal; and a copy of the review form that Council members are to complete for each proposal reviewed. CIDDE staff are reviewing the proposals for technical feasibility; and once this review is completed and reviews are uploaded to the portal, we will advise Council members of the numbers of the proposals they have been assigned to review. Dr. Blair then outlined the review process that the Advisory Council members will follow during the Saturday, March 17 session (see handout). Council members as a group will make tentative recommendations for funded proposals at the end of the Saturday meeting. A follow-up meeting on Tuesday, March 20, will be held to take a look at budgets in accordance with the RFP and to finalize the recommended proposals for the Provost’s approval. Once the Provost has approved the recommendations, all project directors will be informed of the outcome. It is expected that awards will be made by/about April 1, in accordance with what is stated in the RFP.

3. Reports of the Committee Chairs

a. Best Practices (S. Deitrick, Chair): Prof. Deitrick began by thanking everyone who helped with the draft report on moving the paper-based process of gathering student opinions of teaching to an online survey. From a review of literature and peer institutions, it was learned that response rates are lower, and the pilot study conducted confirmed this but with no statistical differences between paper-based and online surveys. The committee also discussed other ways to improve response rates. Some Council members expressed concern with regard to how the change would be presented to faculty and whether the report would be available to faculty. Dr. Blair responded that when the recommendation is approved by the Provost, the report could be accessible through the OMET and CIDDE websites. It was agreed that a formal report of the Best Practices Committee will be prepared and distributed during the Saturday, March 17 meeting for Council’s final review, discussion and subsequent recommendation to the Provost.
b. **Faculty Development (M. Druzdzel, Chair):** Due to the lateness of the hour, there was no time available for this committee’s report. A full report will be given at the April meeting.

4. **Report of the Staff Liaison (C. Golden):** Due to the lateness of the hour, there was no time available for the Liaison’s report. A full report will be given at the April meeting.

5. **Adjournment:** With no further business, the Advisory Council adjourned at 12:00 pm. The next regular Council meeting is scheduled for Friday, April 20, 10:00 am, 826 CL.