

## ***ADVISORY COUNCIL ON INSTRUCTIONAL EXCELLENCE***

***Andrew R. Blair, Chair***

***January 18, 2011***

### ***Minutes***

***Present:*** A. Blair (Chair), N. Day, S. Deitrick, M. Druzdzal, J. Grabowski, M. Madison, R. Venkataramanan, M. Redfern, 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 December 13, 2010 meeting minutes, which was offered, seconded, and accepted by members present. The minutes will be posted to the ACIE website.
2. ***Report of the Chair (A. Blair):*** Dr. Blair reported briefly that to date only one proposal has been received so far, and noted that the deadline is January 31, 2011. Ms. Golden added that there were three scheduled dates for faculty to schedule individual consultations with CIDDE instructional designers, and approximately 20 faculty scheduled appointments. Dr. Blair also noted that at the February meeting the proposal review process will be discussed in more detail and all members should make an effort to attend.
3. ***Report of the CIDDE Liaison (C. Golden):*** Ms. Golden introduced Mr. Kevin Craig, CIDDE staff person, who has been instrumental in the process of updating Blackboard to version 9, has put together a summary of questions and answers, which were distributed. There will be a three-day downtime period for the upgrade this summer that includes transferring current course information to the new system and re-configuration. This will be widely publicized to the University community. Mr. Craig noted that CIDDE will provide numerous training sessions during the Spring term, and he is willing to conduct sessions for faculty within individual schools on request. Ms. Golden also offered members the opportunity to try out the new version prior to the official release. She also noted that a lot of work has gone into this effort, and CIDDE is committed to helping faculty through this transition.
4. ***Reports of the Committee Chairs***
  - a. ***Faculty Development Committee (N. Day, Chair):*** Ms. Golden reported for the chair that the committee discussed some of the activities that are scheduled for the Spring term. The Council-sponsored book and article discussions will use the same book as last term, but a new article will be scheduled for the Spring term. One Council member asked if the books and articles would be available as e-books, and Ms. Golden responded that CIDDE is looking into this option. Also, the three-year funding period for this effort will expire this year. A proposal for its continuation is currently being prepared. The committee is also brainstorming topics for the upcoming Summer Instructional Development Institute (SIDI). It is expected that a topic will be finalized soon, and suggestions from Council members will be welcomed. Ms. Golden reported that CIDDE staff are working on the ACIE award web pages as well as on its own event pages.

- b. *Best Practices Committee (S. Deitrick, Chair):*** The committee is moving along with its review of OMET's evaluation system. On its behalf, CIDDE is finishing up with contacting peer AAU schools for the benchmarking exercise. Prof. Deitrick noted that the market is now very competitive, but not one software company reviewed thus far provided the type of system that could be adapted to our current process, i.e., they want to sell their own products. The committee is prepared to submit a report with its recommendations to Council in the near future. In preparation for a changeover, a pilot of a new system will likely be conducted. The committee has learned that a number of institutions have developed their own systems, not using an outside vendor.
- 4. *Innovation in Education Awards Proposal Review Process (A. Blair, Chair):*** Although a full discussion of the proposal review process will be the main topic at the February meeting, Dr. Blair gave a brief review of the process, which has evolved over the past 10 plus years of the program. Demographic data on the past awards submitted and funded were distributed, as well as an outline of the review process. He noted that two review meetings will be held in March; the first on Saturday, March 19, which will be a review of all proposals resulting in recommendations for funded projects; and a second meeting on Tuesday, March 22, to finalize the recommended projects for submission to the Provost for approval. At Council's April meeting, a debriefing of this year's process will be the primary agenda item.
- 5. *Adjournment:*** With no further business, the Advisory Council adjourned at 11:05am. The next Advisory Council meeting is Thursday, February 17, 3:00pm, 826 CL.