Present: A. Blair (Chair), J. Brodsky, B. Falcione, M. Madison, M. Redfern, C. Schunn, R. Venkataramanan, J. Wallace, 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 18, 2011 meeting minutes (there was no meeting in December). Dr. Blair noted that there were two corrections that need to be made. A motion for approval with corrections 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 that the deadline for proposal submission is January 31, 2012. A reminder e-mail will be sent to Deans and Department Chairs asking them to encourage their faculty to participate. Ms. Golden added that there were three sessions (1 each in November, December and January) for faculty to schedule an individual consultation to discuss a possible proposal submission or an idea for a proposal with CIDDE instructional designers. 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. Prof. Schunn asked if the Council review session would be held in a media enhanced room this year and offered to check on the availability of a location in LRDC that would meet this requirement. Dr. Blair accepted his offer and asked Prof. Schunn to inform him of its availability.

3. Reports of the Committee Chairs

a. Best Practices Committee (C. Golden for S. Deitrick, Chair): Ms. Golden reported that the committee met and recapped where they are in its review of OMET’s student opinion survey. Ms. Nancy Reilly gave a preliminary report on the online pilot project conducted from November 14 through December 9. Forty-two faculty members who agreed to participate received a confirmation letter which also asked them to talk to students about the process and to encourage their participation. Ms. Reilly is in the process of completing her data analysis, and so far the results are consistent with what has occurred at other institutions. Ms. Golden noted that last year for all online surveys that were administered by OMET (both paper and online) response rates were as follows: paper, 76%; online, 39%. Faculty participants will receive a short survey from OMET to determine perceptions of the process, satisfaction with the return rate, the quality of the feedback, and preference for the paper or online process. Feedback from several Council members who volunteered to participate in the pilot were both positive and negative, but overall were encouraging. In closing, Ms. Golden noted that additional courses would be added to the online evaluation in the spring term.
b. Faculty Development Committee (C. Golden for M. Druzdzel, Chair): Ms. Golden presented members an overview of faculty development activities in which CIDDE staff are involved. She noted that several good ideas were discussed by the committee for further consideration and review: the continuation of adjunct faculty workshops that were well received and could be expanded through a webinar, as well as the creation of discussion-based seminars by distinguished faculty which would include regional campus faculty. It was also discussed how to make faculty aware of what’s being offered by CIDDE. Department chairs were suggested as the primary vehicle (e.g., directors of undergraduate programs, CIDDE liaisons, etc.): offering incentives to faculty that attend seminars; holding some events in the library; expanding hours of availability, such as on Saturdays, evening hours, etc. At its next committee meeting, the Summer Instructional Design Institute will be the primary agenda item.

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 11 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 17, which will be a review of all proposals resulting in recommendations for funded projects; and a second meeting on Tuesday, March 20, to finalize the recommended projects for submission to the Provost for approval.

5. Report of the CIDDE Staff Liaison (C. Golden): Ms. Golden gave an update on CIDDE activities for the month of February. (1) CIDDE is offering another session for adjunct faculty based on the success of the workshop presented in December. (2) The Educational Technology Services group served over 100 faculty during the winter recess and provided help in answering questions about CourseWeb. CIDDE staff were available for four hours each day. (3) Pitt Online is adding two new programs for a total of 9 programs available online, with a total of 200+ students enrolled. (4) The Diversity seminars will be held in February, March and April. (5) Faculty Book and Article discussions will use the Susan Ambrose book again; the article to be discussed is yet to be determined. All events are posted on the CIDDE website where further information can be found.

5. Adjournment: With no further business, the Advisory Council adjourned at 4:00pm. The next Advisory Council meeting is Thursday, February 16, 11:00 am, 826 CL.