Minutes


1. Approval of the Minutes (A. Blair): Dr. Blair asked for a motion from Council members for approval of the October 13, 2011 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 that the RFP has been sent out to all full- and part-time faculty. The deadline for receipt of proposals is January 31, 2012. We will send out reminder emails to deans and chairs in the next several weeks, and CIDDE should also remind their school liaisons.

3. Reports of the Committee Chairs

a. Faculty Development Committee (M. Druzdzel, Chair): Prof. Druzdzel reported that the Faculty Development Committee discussed three events at its recent meeting: New Faculty Orientation, Faculty Book and Article Discussions, and the Summer Instructional Development Institutes. It was suggested that for NFO, in particular, various media communication should be utilized to encourage new faculty attendance. One Council member suggested a webinar be added for NFO, which Ms. Golden indicated could be made available. The Book and Article Discussions is a very popular event and faculty registrations exceed the number of slots available for the sessions. Therefore, the committee has recommended to Council that this event be continued for another three years. A motion for recommending continuation was made, seconded and Council approved. The committee will prepare a draft of the recommendation.

b. Best Practices Committee (S. Deitrick, Chair): The committee met and discussed the upcoming pilot project for an online student evaluation of faculty which is being conducted this term by the Office of Measurement and Evaluation (OMET). Prof. Deitrick reported that Ms. Nancy Reilly, OMET Director, attended the meeting and provided a status update. A total of 43 courses in Arts and Sciences, Education, Engineering and GSPIA are scheduled to participate, as well as Greensburg. A motion was made by a committee member that the selected pilot participants this term would be allowed to continue using the online evaluation of their courses in the spring term, which the members present voted on and subsequently passed. They also discussed “best practices for large lecture classes” and “course redesign” as possible additional agenda items for the Committee this year and may consider, as an alternative, convening a learning community for Pitt faculty to discuss ways to improve such courses. It was also noted that this year’s RFP includes a statement that Council is “interested in reviewing proposals focusing on large enrollment lecture courses.”
4. **Report of the CIDDE Liaison (C. Golden):** Ms. Golden reported on CIDDE’s current activities: (a) In the faculty development area, the Committee will be asked to advise and provide input on activities for events planned for the Spring and Summer terms. She noted that CIDDE is now offering fewer workshops than in previous years, and workshops that expended CIDDE staff resources but did not generate significant attendance have been eliminated. CIDDE staff are now providing on request school- and department-tailored workshops onsite, which are working well and a larger impact on teaching is expected. (b) CIDDE has been providing sessions for adjunct faculty, which are similar to core faculty but have less opportunity to take advantage of regular campus offerings. Most recently, workshops on preparing for the spring term and syllabus construction were offered, and feedback from attendees will be reviewed by CIDDE staff. (c) CIDDE is providing more one-on-one faculty consultations on faculty development and instructional design, which have proved to be successful, with 17 scheduled so far this academic year. (d) The Classroom Management Team, which is charged with updating campus teaching facilities, will be conducting student focus groups to discuss classroom technology upgrades. (e) CourseWeb will be moving to automatic course creation online by the faculty member, which eliminates making requests to CIDDE for this service. CIDDE staff will be providing assistance to faculty as needed.

5. **Adjournment:** With no further business, the Advisory Council adjourned at 3:00 pm. The next Advisory Council meeting is Monday, December 12, 10:00 am, 826 CL.