

ADVISORY COUNCIL ON INSTRUCTIONAL EXCELLENCE

Laurie Kirsch, Chair

January 22, 2016

Minutes

Present: L. Kirsch (Chair), B. Falcione, R. Gilbert, C. Golden, J. O'Donnell, S. Puri, J. Ramirez, L. Roberts, S. Saxena, A. Seybert, O. Singh

Welcome and Introductions

Laurie Kirsch welcomed the committee and council members introduced themselves.

Approval of December 8, 2015 Minutes

Laurie asked for a motion from council members to approve the December 8, 2015, meeting minutes. The motion was offered, seconded, and approved. The minutes will be posted on the ACIE website.

Innovation in Education Awards: Proposal Review Process

Laurie noted that the Request for Proposals for the Innovation in Education Awards had been sent out previously, so the council will begin receiving awards proposals that will be discussed in March and will make recommendations to the Provost on which proposals to fund. Copies of the council proposal review form, the CIDDE proposal review form, and the proposal review process were circulated at the meeting, and are attached to the minutes. Cynthia Golden discussed timeline of the proposal review process, noting that the proposals are due January 25, 2016. Upon receipt of the proposals, a proposal number will be assigned and the proposals will be uploaded to a Box account. In early February, CIDDE staff will review the proposals with a feasibility assessment, looking at the technology that is incorporated in the proposals to identify any missing components and provide additional information to the council for their review.

In mid-February, the council will be contacted with which proposals they have been assigned to review, as well as being given access to the Box account containing the proposals. The Box account will also include the CIDDE review comments and blank review forms with which the council will use to review the proposals. Each proposal will be assigned a lead reviewer, who will provide a brief summary to the council during the March 15 meeting. The council will be given time from mid-February to early March to complete their reviews of the proposals, submitting their completed review forms by March 7 to Brittany Witoslawski. Brittany will then compile the scores and proposal information into a spreadsheet, which will be uploaded to the Box account. During the March 15 meeting, the council will meet to review and discuss all of the proposals. The council is encouraged to bring their own laptop or tablet to the meeting, as only one paper copy of the proposals will be available. The proposal criteria will be reviewed prior to discussion of the proposals, and every proposal will be discussed. A set of proposals will be selected that will be recommended to the Provost for funding. It is anticipated that the award winners will be notified by April 1.

It was proposed to make a revision to the council proposal review form to split question number

three into two separate questions, and the council agreed to make the revision. The revision was made to the council proposal review form.

Senate Educational Policies Committee: Overview

Bonnie Falcione presented a PowerPoint to the Council giving an overview of the Senate Educational Policies Committee (SEPC). Bonnie gave a summary of SEPC's mission statement, and noted the composition of its membership and the current committee membership list. The council held some discussion on how to get involved with the SEPC, and particularly, how to get Arts and Sciences faculty involved. Bonnie said that there has been a lot of discussion on how to get involved with the SEPC and the opportunity that it presents, and noted that faculty can be involved in one of two ways. First, faculty could become a member for a three-year term through open elections held each spring through nomination or self-nomination. Second, faculty could become a pro-tem member, which has no specific term duration and is based on the faculty's availability.

Bonnie discussed where the SEPC's committee work is generated from and gave some examples of the committee's annual guest speakers. Bonnie also noted some of the committee's notable accomplishments and what activities they have in progress. A copy of the presentation is attached to the minutes.

Discussion of Ideas for Provost's Diversity Institute for Faculty Development

Laurie asked the committee for input and discussion on programming for the upcoming Provost's Diversity Institute for Faculty Development, which will formally begin in April. Laurie gave some examples of last year's programming, which included workshops with an interactive theatre group, on unconscious bias, on inclusive classrooms, and on race in America. The committee had some discussion on how to incorporate diversity into classrooms focused on hard sciences or classes that are very content-specific. Laurie noted that there are ways of adding diversity into classes by incorporating into course materials. Laurie also noted that raising awareness, building capacity, and examining issues are important goals overall. Laurie asked that the council email her any additional ideas or suggestions for programming.

Next Meeting

The next meeting will be on Tuesday, March 15, 4:00 – 7:00 p.m., B26 Alumni Hall; and, if additional time is needed to discuss proposals, a meeting will be held on Wednesday, March 16, 8:30 – 10:00 a.m., B26 Alumni Hall.

Adjournment

There being no further business to conduct, the meeting was adjourned at 11:30 a.m.