

ADVISORY COUNCIL ON INSTRUCTIONAL EXCELLENCE
Vice Provost Laurie J. Kirsch, Chair
January 26, 2017

Minutes

Present: L. Kirsch (Chair), A. Duggan, B. Falcione, C. Golden, C. Lance-Jones, W. Pamerleau, L. Roberts

Welcome and Introductions

Laurie Kirsch welcomed the committee and council members introduced themselves.

Approval of December 5, 2016 Minutes

Laurie asked for a motion from council members to approve the December 5, 2016, 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 at the March meeting. The goal of that meeting is to determine the set of proposals to recommend to the Provost for funding. Copies of the Council proposal review form, the University Center for Teaching and Learning proposal review form, and the proposal review process were circulated at the meeting, and are attached to the minutes. Laurie discussed the timeline of the proposal review process, noting that the proposals are due January 30, 2017. Upon receipt of the proposals, a proposal number will be assigned and the proposals and the proposals will be uploaded to a Box account. In early February, the University Center for Teaching and Learning staff will review the proposals and conduct a feasibility assessment, looking at the technology that is incorporated in the proposals to assess the technical feasibility of the proposal, as appropriate, identify any missing components, and provide additional information to the Council for their review.

Each Council member will be asked to review several proposals; the number of reviews is dependent on the number of proposals. Each proposal will be reviewed by multiple Council members. In assigning reviewers, there is an attempt to match discipline and expertise of Council members with the proposals, to the extent possible. 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 University Center for Teaching and Learning technical 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 kick-off the discussion of each proposal by providing a brief summary of the proposal and his/her recommendation during the March 15 meeting.

Council reviews must be completed between mid-February and early March. Completed review forms must be submitted 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.

Council members are encouraged to review all proposals, if possible, to participate in the discussions during the March 15 meeting. 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, with the lead reviewers kicking off the discussions of the proposals. 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.

Update on Assessment of Teaching

Cynthia presented a PowerPoint to the Council giving an update on Assessment of Teaching. Cynthia noted the utilization of the variety of suggestions that the Council had provided previously on communicating to the University community about Assessment of Teaching. A copy of the presentation is attached to the minutes.

Discussion of and Input for Provost's Diversity Institute for Faculty Development

Joe Horne from the University Center for Teaching and Learning shared information about current diversity programming for faculty development. He also asked Council members for input on programming for the upcoming Provost's Diversity Institute for Faculty Development. The Council discussed having programming that would aid with promoting civil discourse, as well as how to find and discern opposing points of view. Council members noted workshops/programming on implicit bias would be helpful to have on a more frequent and regular basis. The Council also noted that it's useful to cycle through attendees to programming to ensure a broader audience. Other programming that Council members suggested are workshops/programs that would provide faculty with tools and resources that would better prepare them to handle on-the-spot situations that require their immediate attention.

Next Meeting

The next meeting will be on Wednesday, March 15, 4:00 – 7:00 p.m., B26 Alumni Hall.

Adjournment

There being no further business to conduct, the meeting was adjourned at 11:06 a.m.