

ADVISORY COUNCIL ON INSTRUCTIONAL EXCELLENCE
Vice Provost Laurie J. Kirsch, Chair
February 6, 2018

Minutes

Present: J. Coyle, B. Falcione, P. Gartside, C. Golden, A. Lotz, Z. Mao, J. O'Donnell, C. Perfetti, J. Ramirez, A. Seybert, T. Seybolt, L. Wang

Welcome and Introductions

Cynthia Golden welcomed the committee and council members introduced themselves.

Approval of December 19, 2017 Minutes

Cynthia asked for a motion from council members to approve the December 19, 2017, meeting minutes. The motion was offered, seconded, and approved. The minutes will be posted on the ACIE website.

Presentation on Personalized Education

Vice Provost Nathan Urban shared information about personalized education initiatives at the University of Pittsburgh. His presentation included information on the use of data analytics to understand students' academic progress and career development and provided examples of initiatives throughout the University supporting personalized education. Slides from the presentation are attached to the minutes.

Update on Course Incubator Grant Program

Cynthia provided an update on the Course Incubator Grant Program. The grants are designed to support the radical, transformative redesign of large-enrollment courses. Pre-proposals were due December 1, 2017. In early January 2018, four submissions were selected to advance to full proposals, which are due March 30, 2018. The Teaching Center and the Learning Research and Development Center are supporting the applicants as they prepare their proposals.

Innovation in Education Awards: Proposal Review Process

Cynthia 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 and the proposal review process were circulated at the meeting, and are attached to the minutes. Cynthia discussed the timeline of the proposal review process, noting that the proposals were due January 29, 2018. 18 proposals were received. The proposals will have a number assigned to each and will be uploaded to a Box account. The University Center for Teaching and Learning staff are reviewing the proposals and conducting 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 12 to James Miller. James 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.

Next Meeting

The next meeting will be on Thursday, March 15, 2018 4:00 – 7:00 p.m., B26 Alumni Hall.

Adjournment

There being no further business to conduct, the meeting was adjourned at 11:54 a.m.