

ADVISORY COUNCIL ON INSTRUCTIONAL EXCELLENCE

Andrew R. Blair, Chair

December 13, 2012

Minutes

Present: A. Blair (Chair), B. Falcione, D. Jenkins, J. Manfredi, S. Meyer, and C. Golden (Staff Liaison).

Approval of the Minutes

Andrew Blair asked for a motion from Council members to approve the November 16, 2012, meeting minutes. The motion was offered, seconded, and approved. The minutes will be posted on the ACIE website.

Report of the Chair

Dr. Blair is returning to the Katz School of Business' faculty, so this ACIE meeting is the last one that he will chair. Juan Manfredi, Vice Provost for Undergraduate Studies and a former member of the ACIE, will succeed Dr. Blair for the remainder of this academic year. Laurie Kirsch, the incoming Vice Provost for Faculty Development, will probably assume the role of chair next year.

Dr. Blair discussed several items related to the Innovation in Education Awards:

- The RFP was previously mailed to all full- and part-time faculty members at all University campuses. A reminder will be circulated electronically to all deans and department chairs.
- The proposals are due at the end of January. They will be posted on a portal, which will be accessible to all ACIE members. The ACIE will discuss both how and when to evaluate the proposals.

Best Practices Committee

Cynthia Golden delivered the Committee report. Committee members discussed several issues related to the move to online OMET evaluations, including interventions to create a higher response rate. Christian Schunn, the committee chair, both solicited information from departments with low rates of participation and asked faculty members how they encouraged students to participate in the online evaluations.

Faculty Development Committee

Ms. Golden delivered the Committee report. Committee members are working with CIDDE to plan this year's Summer Instructional Development Institute (on May 6), which is tentatively entitled Principles of Multimedia Development and Learning. They also discussed different learning strategies for different types of students and the Diversity Seminar Series.

CIDDE Report

Ms. Golden delivered the staff liaison report. She commented on several items:

- At the start of the fall and spring terms, CIDDE holds an orientation for new Teaching Assistants from across campus. The next orientation will be held on January 3.
- CIDDE continues to offer workshops related to Courseweb. CIDDE staff frequently arrange individual or departmental meetings in which they instruct faculty on Courseweb's use.
- CIDDE staff work with faculty members who request assistance with the Innovation in Education grant proposals. The next workshop will be held on January 15.
- CIDDE Academic Testing Services oversees computer-based and paper-based examinations for distance education courses and make-up exams for on-campus courses.

There being no further business to conduct, the meeting was adjourned at approximately 11:00 AM. The next Council meeting is scheduled for Monday, January 14, at 3:00 PM.