



Center for Instructional Technology Advisory Board

CIT Advisory Board meeting 11/15/99

Meeting Summary

Attending:

Owen Astrachan
Kevin Cheung
Laura Cousineau
Richard Danner
Craig Henriquez
Donna Hewitt
Roger Loyd
Marie Lynn Miranda
John Oates
Lynne O'Brien
Ken Spenner
Len Spicer
Bill Wilkinson

Business discussed at this meeting:

CIT Instructional Technology Grants

The group discussed last year's CIT instructional technology grants and how the process should be modified for the coming year. Key issues raised in the discussion:

- Encourage groups of faculty or departments to work together to maximize the impact of the funds.
- Require that higher cost projects be ones that are likely to attract external funding and have high impact (in terms of number of students or future dissemination)
- Don't require grant recipients to attend a lot of meetings. Instead, have a once/semester lunch meeting to share ideas and have a brief e-mail questionnaire once/semester to get feedback about how projects are progressing.
- Faculty find it hard to estimate how much time things take, how much to pay people for various types of technical work; they need advice on these topics.
- Because CourseInfo is available as a course development tool, do not provide funding for basic course web page development this year. Small-scale projects are OK, but need to be something new, or something a group of faculty want to carry out.
- Encourage pre-screening of proposals. Do not review proposals, which are incomplete or do not address criteria.

Lynne developed a call for proposals incorporating these comments. That draft was circulated to the advisory board members via email for their critique. The final version of the call for proposals is on the web at <http://www.lib.duke.edu/cit/CITgrants2000.html>

The meeting was adjourned at 1:15.

