CIT Advisory Board Meeting Agenda
March 27, 2007 4 – 5pm
Perkins Room 226 (Come in the main entrance to Perkins, up the elevator or stairs and then turn right. 226 is at the end of the hall.)

Materials for this meeting:

(Numbers correspond to agenda items below)
1. Meeting notes from Feb. 27, 2007 (send corrections to Lynne at lynne.obrien@duke.edu)
2. Departmental instructional technology report sample (Art & Art History)
3. Faculty ambassadors letter of invitation
4. Visualization grant program update
5. Graduate Technology Fellow pilot proposal

AGENDA:
Announcements:
As of March 12, 2007, 1506 out of 2751 Blackboard course shells created for Spring had been turned on by instructors = 54.7% of available courses.

1. Review of last meeting’s notes [5 min.]

These will be posted on the public website once approved.

2. Follow up from CIT Evaluation discussion – departmental reports

Based on the comments from the CIT Advisory Board members at the last meeting, Yvonne Belanger has prepared a sample departmental report on instructional technology activity by faculty in the department. The goals are to provide useful information to department chairs, provide recognition for faculty using instructional technology and to increase awareness of available resources which may not be getting utilized by the department.

See: Departmental instructional technology report sample (Art & Art History)

For discussion: Would this report meet the goals described above? Are there changes you would suggest?

3. Follow up on using faculty colleagues for outreach in departments

In previous meetings, CIT Advisory Board members suggested that faculty are most likely to listen to their colleagues regarding how technology might be useful in subject-specific teaching and learning. CIT is going to experiment with a Faculty Ambassadors
Program which will identify a specific faculty member in the department to partner with CIT on outreach activities. In return, the faculty serving in this capacity will receive early notification about CIT programs and events, a chance to discuss ideas with faculty colleagues and a small stipend.

See: Faculty ambassadors letter of invitation

For discussion: Do you have any suggestions for helping us make this program a success?

4. Visualization Grant proposals – synopsis of what we’ve received, next steps

We have received a number of initial proposals in response to the CIT Call for Proposals on using visualization in teaching (http://cit.duke.edu/help/funding/visual_explore_grant.do). CIT consultants have reviewed the proposals and talked with the instructors who submitted proposals. For some of these initial proposals, the next step is to request a more detailed description and plan. For others, we may try to provide assistance outside of the Visualization Grants process. A synopsis of proposals and consultant recommendations regarding next steps is provided.

See: Visualization grant program update

For discussion: We would like your feedback on the proposed recommendations for following up on these proposals.

5. Pilot program for Graduate Technology Fellow proposal

CIT proposes to pilot test a Graduate Student Technology Assistant program with an initial group of three such positions. Hugh Crumley, Instructional Technology Specialist for the Graduate School and the Center for Instructional Technology, has discussed this idea with graduate students, faculty, Senior Associate Dean of the Graduate Schoo David Bell, and with leaders of similar programs at other research universities. Hugh has provided a rationale for this new program and description of how the program would be organized.

See: Graduate Student Instructional Technology TA pilot proposal

For discussion: We would like your reactions and suggestions about this proposal. Do you think your department and/or your graduate students would take advantage of this program?

6. Reminder of future meetings

Our last meeting for the semester is from 4 - 5pm in Perkins 226 on April 24, 2