CIT Advisory Board Meeting Agenda ~ Oct. 31, 2006
Perkins Tower Room 201 (see directions below)

1. Review of minutes from Sept. 26, 2006 [5 min.]

2. Updates from the schools –
   Nevin Fouts (5 min) - update on the Fuqua school’s experience with Fuqua on iTunes U
   Trey Turner (5 min) – update on Nursing School instructional technology activities

3. Discussion of CIT grants and faculty development plans [20 min.]
   Guests: Amy Campbell, Head of Faculty Services Group in CIT and Assistant Director, CIT and some faculty who have used different CIT grant and development programs
   • Review of current grant and faculty development options, and recent faculty use of CIT support options
   • Review of proposed options for spring
   • Discussion: What suggestions does the group have for tailoring CIT support to initiatives in the schools? How well do these options respond to different groups of faculty (different disciplines, differing levels of technology skill, different interests). What are the best ways to make sure faculty are aware of these support opportunities?

   RELATED MATERIALS:
   * CIT consulting and project support options for Fall 2006 are on the web at: http://cit.duke.edu/help/funding/funding.do
   * CIT-update-28Aug06 (previously distributed memo; copy attached) – see section on CIT Grants and Consulting 2005-06
   * CIT grants and support programs: 2006-07 (attached)
   * Profiles of faculty projects done with a variety of grant and support programs in previous years: http://cit.duke.edu/ideas/examples.do

4. CIT and Duke Digital Initiative [20 min.]
   Guests: Samantha Earp, Head of Instructional Media and Language Technology Services in CIT
   Update on Fall 2006 activities and plans for Spring 2007.
   Discussion: What topics and technologies would you like to see the DDI for 2007-08 address?

   RELATED MATERIALS:
   * CIT-update-28Aug06 (previously distributed memo; copy attached) – see section on Duke Digital Initiative 2005-06
   * Duke Digital Initiative homepage with general information and listing of specific projects and courses: http://www.duke.edu/ddi/

5. Future agenda items [5 min.]
   NOTE: Nov. is our last scheduled meeting for Fall 2006. We need to decide on a monthly meeting time for Spring 2007, preferably starting in late January. Upcoming agenda topics:
A. Information sharing about instructional technology activities from each CIT Advisory Board representative’s area
B. CIT evaluation activities – What kinds of information would the group like to have about CIT-supported instructional technology activities? [Nov. meeting]
C. Blackboard and course management system planning [Nov. meeting]
D. CIT website to be revamped with more interactive and customized features for faculty this fall – will want your input on changes [January meeting]
E. University strategic plan and instructional technology [January meeting]
   - Review key points of report from working group on instructional technology
   - Discussion: What should be top priorities for action items?
F. Other items?

6. Reminder: Upcoming meetings in Perkins Tower Room 201
Directions to Tower Room 201 – Come in the entrance to Perkins that is under the connector between Perkins and Bostock. Take the elevator to the 2nd floor. Turn left, go through the double doors and turn left again. The Tower Room is on your left near the windows.

Next meeting:
Tuesday November 28 4-5p