Minutes


Approval of the Minutes

Laurie Kirsch asked for a motion from council members to approve the December 18, 2014, meeting minutes. The motion was offered, seconded, and approved. The minutes will be posted on the ACIE website.

Innovation in Education Awards

Dr. Kirsch and Cynthia Golden, Director of CIDDE, reviewed the timeline and process for review of the innovation in education award proposals. The review process will include:

- CIDDE assessment review (February 2-February 13)
- ACIE member substantive reviews (February 16-March 6)
- Two review sessions (March 16 and March 17 if necessary)
- Final administrative review by Dr. Kirsch and the Provost (March 17-March 30)
- Notification of project directors (April 1)

Council members reviewed the ACIE grant technical review sheet and the Innovation in Education Award proposal review forms. Dr. Kirsch asked reviewers to provide substantive feedback when completing the proposal review form and, if possible, also review proposals that were not assigned to them. All proposals will be discussed during the review session(s), and any council member who submits a proposal should recuse himself or herself during discussion of the proposal. Council members will have access to all proposals and review forms via a Box account on my.pitt.edu.

ACIE Subcommittees

The two ACIE subcommittees met and discussed issues related to diversity programming and student opinion of teaching surveys. They presented their findings at the ACIE meeting.

Diversity Programming Subcommittee

The diversity subcommittee outlined a set of recommendations that vary in scope. Subcommittee members suggested that the University continue to provide current programming, but experiment with its design and format, and convene a task force to help design future diversity programming. They also recommended that the University clarify its goals in relevant areas, including classroom inclusiveness and curriculum diversity; provide practical instruction to faculty members, such as workshops and lunch-time sessions that address diversity-related issues; create online tutorials that lead to a diversity-based certification; develop departmental
and school-based approaches that address issues specific to their needs; and create a culture of expectations around diversity by engaging the Council of Deans and relevant associate deans and supporting University-wide events and diversity-based faculty classes. A summary of the recommendations accompanies these minutes.

**Student Opinion of Teaching Surveys Subcommittee**

The student opinion of teaching surveys subcommittee provided recommendations for enhancing OMET’s communication plan. Current plans include increasing direct communication with faculty members and reaching out to more student organizations, as well as learning from cases in which individual faculty members have achieved high response rates. Subcommittee members recommended that OMET increase the use of social media beyond e-mail; explore the value of incentives, but not focus solely on early access to grades (e.g., consider providing students access to survey-related information); modify e-mail communication regarding low response rates to include more faculty members (detailing if they are at 60%, 70%, etc.); investigate if technology permits the ability for faculty to access real-time response rates; encourage faculty members to incorporate OMET evaluation dates into their course schedules; and enable schools to initiate course survey requests for their faculty rather than relying upon individual faculty members to submit requests, which should result in more courses being evaluated. Additional recommendations and a complete summary of the subcommittee’s discussion accompany these minutes.

**Miscellaneous**

Council members discussed current diversity-related activities. The University is currently engaged in a two-pronged approach, one of which focuses on engaging more faculty members in and expanding curriculum content within the classroom and the other of which focuses upon processes of recruitment and retention of a diverse faculty.

There being no further business to conduct, the meeting was adjourned at approximately 11:30 a.m.