

Quality Initiative Leadership Team Agenda

Wednesday, September 11, 2013, 3:30

President's Conference Room, UC

1. Introductions
2. Presentation on the history of the QI (Claudia Douglass)
4. Report (Deb Poole)
 - a. Review of summer and September activities.
 - b. SharePoint, e-mail, and ideation sites.
5. Discussion of the outreach (engagement) plan
 - a. Visits to Departments.
 - b. Strategy for student engagement.
6. Discussion/comments

Quality Initiative Leadership Team Agenda

Wednesday, September 25, 2013, 3:30

President's Conference Room, UC

1. Approval of minutes
2. Announcements
 - a. Progress on the student ideation site.
 - b. Status of the engagement meetings.
3. Presentations
 - a. Review of findings from past initiatives on academic challenge and CMU assessment data (Deb).
 - b. Review of FaCIT's summer conversations with chairs (Jim Therrell and Deb Poole).
4. Discussion
 - a. The value of an overarching initiative to guide QI projects (e.g., student outcomes for the first two years).
 - b. Cuing up Team Member ideas for presentation at future meetings.
 - c. Decision on using Sharepoint to extend conversation beyond committee meetings.
5. Other comments

Quality Initiative Leadership Team Agenda

Wednesday, October 9, 2013, 3:30

President's Conference Room, UC

1. Approval of minutes
2. Announcements
 - a. Progress on the student ideation site.
 - b. Status of the engagement meetings.
3. Presentation
 - a. Deb Poole will put up her draft student outcomes, a revised list, and a proposal for the next steps in the process of developing the QI.
4. Discussion
 - a. Student outcomes.
 - b. Learning communities.
5. Other comments

Quality Initiative Leadership Team Agenda

Wednesday, October 23, 2013, 3:30

President's Conference Room, UC

Deb Linton and Merlyn Mowrey will convene, with Deb arriving late.

1. Approval of minutes
2. Announcements
 - a. Progress on the student ideation site and student outreach from the student members.
(Should we distribute announcements in some large-lecture classes?)
 - b. Status of the engagement meetings and other outreach.
3. Review of postings on the faculty ideation site and feedback from the engagement meetings.
4. Discussion of George Ronan's suggestion to run a major QI project through the UP portion of General Education.
5. Discussion of three overarching characteristics of challenging instruction: possible sets and whether we are ready to post alternatives for community comment and refinement.
6. Additional comments

Quality Initiative Leadership Team Agenda

Wednesday, December 11, 2013, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes
2. Introduction of new members (Al Zainea, Director of Undergraduate Programs, Global Campus, and Matthew Forbes, undergraduate, SGA Academic Affairs Committee Vice-Chair)
3. Reminder of future meetings schedule
4. Announcements
 - a. Update on meetings with Carl Lee and members of Health Sciences.
5. Discussion
 - a. Discussion of a vote to support the LEAP initiative.
 - b. Update on student outreach and discussion of our next steps.
 - c. Update on the note to faculty regarding projects under serious consideration, with discussion of our action plan.
 - d. Refinement of our topical work groups.
6. Additional comments

Quality Initiative Leadership Team Agenda

Wednesday, January 15, 2014, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from December 11, 2013.
2. Introduction of new member Matthew Forbes, undergraduate (SGA Academic Affairs Committee Vice-Chair) and announcement about a replacement for Al Zainea (Global Campus).
3. Reminder of future meetings schedule.
3. Discussion
 - a. Discussion with Roger Rehm: Faculty perspective on card-swipe attendance monitors (with possibilities for pilot-testing in selected UP classes).
 - b. Discussion of draft questionnaire for a survey to the faculty (to direct development efforts for the UP Teaching and Learning Academies), with discussion about revisions for a student survey.
 - c. Update on materials production for the Academies.
 - d. Update on assessment planning.
 - e. Check-in with the work groups and time for individual work group meetings (as time permits).

Quality Initiative Leadership Team Agenda

Wednesday, January 29, 3:30

Lake Ontario Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from January 15, 2014.
2. Reminders about future meetings and the TLC Teaching Conference next week.
3. Discussion and approval of the survey to the faculty and a survey of teaching graduate students.
4. Update on the survey to students.
5. Discussion of UP Teaching Academy Pilot Project plans.
6. Continued discussion of card-swipe attendance monitors.
7. Other announcements/discussion items.
8. Reports from the work groups and check-in with work group members (as time permits).

Quality Initiative Leadership Team Agenda

Wednesday, February 12, 2014, 3:30

Mt. Pleasant Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from January 29, 2014.
2. Updates
 - a. Merlyn on the TLC Teaching Conference and next fall's speaker dates
 - b. Deb on the QI presentation (*The CMU QI: Bright Spots Research and You*)
 - c. Deb on Senate Exec and the upcoming Senate meeting
 - d. Deb on continued IRB discussions, the pending surveys, and the Academy Pilot project
3. Discussion of directions for work groups.
 - a. SOS and learning items (Felton with Homrich and Therrell)
 - b. Orientation (Linton with Forbes, Hinck, Homrich, Masterson, & Wright)
 - c. Exit Exams (Mowrey with Homrich and Douglass)
 - d. Active Learning in Large Lecture Classes (discussed but not impaneled).
4. Other announcements/discussion items.
5. Work group meeting time.

Quality Initiative Leadership Team Agenda

Wednesday, February 26, 2014, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from February 12, 2014.
2. Deb Linton reports on activities of the Orientation Work Group and an idea.
3. Claudia Douglass reports on the CLA+ (her schedule permitting).
4. Deb Poole reports
 - a. Surveys of the faculty and students.
 - b. Draft agenda for the UP Teaching Academy Pilot Project Workshops
 - c. Collaboration with the Writing Center on writing materials for the Academies.
5. Open discussion
 - a. Deb's experiences preparing materials and a rough idea for a structural change at CMU.
 - b. Other discussion items.
6. Work group check-in time.

Quality Initiative Leadership Team Agenda

Wednesday, March 26, 2014, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from February 26, 2014.
2. Updates.
 - a. HLC conference—Linton will attend
 - b. UP Teaching and Learning Academies Pilot Project
 - c. Surveys of students and the faculty
 - d. Budget and summer planning
 - e. April 9 meeting with Mary Henley (GEAR UP and Pathways to Academic Success), Lynn Curry (McNair), Phame Camarena (Honors Program), and Jason Bentley (Student Success Center)
3. Team discussion (if no new items, continued discussion of orientation initiatives).

Quality Initiative Leadership Team Agenda

Wednesday, April 8, 2015, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from February 25, 2015.
2. QI report to the HLC, spring, 2015.
3. Pending updates to the QI website.
4. Status of WI learning module development.
 - a. filming
 - b. sound track – thank you Percussion Ensemble!
 - c. process, pending tasks, and help needed
5. Update on Toolkit documents production.
6. Other reports.
7. Discussion of the agenda for our final meeting and summer activities.
8. Announcements/other business.

Quality Initiative Leadership Team Agenda

Wednesday, April 23, 2014, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from April 9, 2014.
2. Wrap-up from the discussion of April 9 with Jason, Mary, Lynn, and Phame—implications for the QI?
3. Results from the four QI surveys (Deb Poole).
4. Update on the UP Teaching Academy Pilot Project Workshops and summer activities.
5. Brainstorming our direction for next year.

Quality Initiative Leadership Team Agenda

Wednesday, September 9, 2014, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Introduction of members.
2. Approval of minutes from April 23, 2014.
3. Presentation/discussion (Deb Poole): history of the QI, last year's activities, and pending report to the Higher Learning Commission.
4. Discussion of the committee decision on directions for 2014-2015.
5. Discussion of possible projects for prioritization, additions, revisions, and preliminary planning. The central theme of these initiatives is to infuse information about learning into CMU's culture.
 - a) Decide whether to stick with the University Program Teaching & Learning Toolkits or expand the name to be less restrictive. (This process could/should involve CMU community input.) **Design a mechanism for continued production of Toolkit resources** (including guidelines for production that restrict the nature of these materials; see attached first draft).
 - b) Work with FaCIT to develop an **extended orientation for new faculty members** (note they have a model this year).
 - c) Work with FaCIT to develop a peer mentor program that interfaces with the Toolkit.
 - d) Work with Admissions and Advising on **academic orientation materials for students**.
 - e) Develop plan sheets for Advising Workbench (including a weekly study plan).
 - f) Work with Academic Affairs to increase coordination of activities across service units, especially as this impacts the infusion of information on the learning process into CMU's culture.

Style Guide for Teaching Toolkit Resources (First Draft)

Teaching Toolkit resources are short introductions for instructors on various teaching topics. These introductions are designed to address common misunderstandings about learning and which practices are most effective, prepare instructors for more advanced training (e.g., FaCIT workshops or meetings with mentors), and serve as gateways into more detailed material. For example, *Introduction to Course Syllabus Design* discusses the difference between master and course syllabi, syllabus requirements for University Program courses, recommended content, techniques for creating an inviting tone, and options regarding length and format. Consistent with the Toolkit philosophy, the main document is short (8 pages), with supplementary material appearing in Appendices (e.g., template policy language that instructors can import into their syllabi).

There are seven guidelines for drafting Toolkit Teaching resources:

- The main body of the resource is between 3 to 10 pages. (Most resources will be between 3 and 8 pages.)
- There is a Table of Contents on the first page that lists major headings and Appendices (if any).
- Content is evidence-based, with selected citations in APA style and a reference list.
- The narrative can be understood by an instructor who is new to CMU and the U.S. For example, acronyms are spelled out the first time they appear, and discipline-specific terms are defined. Discipline-specific jargon is avoided.
- The writing structure is consistent with that of an informational resource on the Web, with short paragraphs (typically 3-6 sentences) and nontechnical language. Authors address the reader directly (e.g., “The following rubric may give you some useful ideas.”) and use action-oriented language when appropriate. For example, discussions of teaching strategies use verbs to describe what instructors can do (e.g., “Provide Models and Rubrics” rather than “Models and Rubrics”).
- Content has been reviewed by another expert and the individuals, programs, and service units who might be affected by the content. These could include the following:
 - Another individual with expertise about the topic or instructional strategy.
 - Student Disability Services (if there are implications for students with disabilities)
 - General Council (when there could be issues involving student privacy rights, considerations regarding students who are minors, or other legal implications or potential risks to the institution)
 - The Faculty Association (for example, when Toolkit authors need to determine whether a posted policy was produced through the appropriate process)
 - Global Campus (when advice to instructors might conflict with requirements for Global Campus instructors)
 - FaCIT; the Writing, Math, and other Centers; the Office of Student Success, etc.
- Drafts are formatted using Calibri (body) font 11 pt, single spaced. (Draft material will be transferred into the Toolkit template.)

Quality Initiative Leadership Team Agenda

Wednesday, September 24, 2014, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Introduction of new members.
2. Approval of minutes from September 10, 2014.
3. Review of the Sept. 10 decisions.
4. Introduction to the faculty orientation project (Deb Poole).
5. Diane Marble, Interim Director of FaCIT, presents on the existing orientation program, this year's follow-up programming, and future plans.
4. Discussion of alternative ways to design and implement a QI Faculty Orientation project.
5. Announcements.

Quality Initiative Leadership Team Agenda

Wednesday, October 7, 2014, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from September 24, 2014.
2. Review of the Sept. 24 discussion.
3. Deb will review new developments that will facilitate materials production for our three projects (student orientation, faculty orientation, and the Toolkit).
4. In preparation for Michelle Howard's visit to our next meeting, we need a team discussion to draft a plan for taking student orientation content to the broader campus for input and revision. (We can then revise this plan with input from Michelle and other staff members.)
5. Preliminary discussion of student orientation content.
6. Announcements/other business.

Quality Initiative Leadership Team Agenda

Wednesday, October 22, 2014, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from October 8, 2014.
2. Review of the October 8 discussion of production details for orientation/learning modules.
3. Introductions of members and guests.
4. Discussion about a possible student orientation module on learning basics with Michelle Howard,
Executive Director, Academic Advising and Assistance.
5. Announcements/other business.

Quality Initiative Leadership Team Agenda

Wednesday, November 12, 2014, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from October 22, 2014.
2. Introducing our new Leadership Team member, Traci Guinn, Executive Director, Center for Inclusion & Diversity
3. Discussion of possible QI involvement in a Writing Intensive initiative in cooperation with Gen Ed and FaCIT.
 - a. Overview of the problem and the initial planning meetings/activities.
 - b. Discussion and vote on lending Core Team assistance to Gen Ed to visit key academic departments.
 - c. Discussion and vote on a proposal for a WI module for instructors in Blackboard with Troy Kicks as creative director (funded by the QI and FaCIT).
4. Update on a meeting with the Student Government Association/progress regarding a student orientation module.
5. Update on the progress of *Read This Before You Teach*.
5. Discussion of the need for editorial assistance and reconsideration of our plan for documents.
6. Announcements/other business.

Quality Initiative Leadership Team Agenda

Wednesday, January 14, 2015, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from November 12, 2014.
2. Introducing new Leadership Team members: Traci Guinn (Executive Director, Center for Inclusion & Diversity) and Tracy Brown (Direction, General Education).
3. Report on the meeting with Steve Johnson's team (new student orientation module).
4. Update on Writing Intensive activities.
 - a. Department Visits.
 - b. The FacIT/QI Writing Intensive initiative.
5. Update on Toolkit formatting templates and the editing plan.
6. Decision-making discussions:
 - a. Assessment of the UP Academy Pilot Project.
 - b. Finalizing production specifications for printed Toolkit resources.
7. Announcements/other business.

Quality Initiative Leadership Team Agenda

Wednesday, January 14, 2015, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from November 12, 2014.
2. Introducing new Leadership Team members: Traci Guinn (Executive Director, Center for Inclusion & Diversity) and Tracy Brown (Direction, General Education).
3. Report on the meeting with Steve Johnson's team (new student orientation module).
4. Update on Writing Intensive activities.
 - a. Department Visits.
 - b. The FacIT/QI Writing Intensive initiative.
5. Update on Toolkit formatting templates and the editing plan.
6. Decision-making discussions:
 - a. Assessment of the UP Academy Pilot Project.
 - b. Finalizing production specifications for printed Toolkit resources.
7. Announcements/other business.

Quality Initiative Leadership Team Agenda

Wednesday, February 11, 2015, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from January 14, 2015.
2. Update on the Writing Intensive instructional module.
3. Update on collaborations with the Student Government Association.
4. Update on other demonstration projects.
5. Preliminary discussion of Year 3 directions and goals.
- 6.. Announcements/other business.

Quality Initiative Leadership Team Agenda

Wednesday, February 25, 2015, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from February 11, 2015.
2. Last opportunity for feedback on the document template.
3. Deb presents preliminary findings from the UP Teaching & Learning Pilot Project.
4. Discussion of the draft QI report.
5. Continued discussion of our focus for Year 3.
6. Announcements/other business.

Quality Initiative Leadership Team Agenda

Wednesday, April 8, 2015, 3:30

President's Conference Room, UC

The Leadership Team will convene (Deb Poole, Deb Linton, Merlyn Mowrey).

1. Approval of minutes from February 25, 2015.
2. QI report to the HLC, spring, 2015.
3. Pending updates to the QI website.
4. Status of WI learning module development.
 - a. filming
 - b. sound track – thank you Percussion Ensemble!
 - c. process, pending tasks, and help needed
5. Update on Toolkit documents production.
6. Other reports.
7. Discussion of the agenda for our final meeting and summer activities.
8. Announcements/other business.

Quality Initiative Leadership Team Agenda

Wednesday, September 9, 2015, 3:30

President's Conference Room, UC

Deb Poole will convene.

1. Minutes from last April are pending.
2. Introduction of members and status of student members.
3. Review of activities from the first two years, our report, and the HLC evaluation.
4. Introduction of Kevin Smith and the film demonstration project.
5. Explanation of the Reimagining the First Year Committee.
6. Discussion of goals for 2015-2016.

Quality Initiative Leadership Team Agenda

Wednesday, October 14, 2015, 3:30 p.m.

President's Conference Room, UC

Deb Poole will convene.

1. Approval of the minutes from September 9, 2015.
2. Introduction of two new undergraduate student members: Chianne Jolly and Shayna Haynes Heard.
3. Brief update on the Reimagining the First Year Committee and QI projects (Deb Poole).
4. Conversation with Steve Bailey, Department of English Language and Literature, about the structure of ENG 101, followed by discussion to explore interest in and the feasibility of a possible collaboration with the English Department for a QI/First Year initiative.

Quality Initiative Leadership Team Agenda

Wednesday, November 10, 2015, 3:30 p.m.

President's Conference Room, UC

Deb Poole will convene.

1. Approval of the minutes from October 14, 2015.
2. Introduction of two new undergraduate student members: Chianne Jolly and Shayna Haynes Heard.
3. Update on the Toolkit.
4. Update on the Reimagining the First Year Committee and Faculty Engagement groups.
5. Discussion of our dilemma and decision about time use this academic year.

Quality Initiative Leadership Team Agenda

Wednesday, January 12, 3:30 p.m.

President's Conference Room, UC

Deb Poole will convene.

1. Appointment of a minutes-taker for the semester (previous helpers please submit notes to Deb).
2. Introduction of new members.
3. Update on the Toolkit and Writing Intensive module.
4. Viewing of a Ted talk so we have shared background for continued discussion.
5. Update on the Reimagining the First Year Committee and the three proposals that went forward.
6. Team discussion.

Quality Initiative Leadership Team Agenda

Wednesday, February 10, 3:30 p.m.

President's Conference Room, UC

Deb Poole will convene.

1. Approval of the minutes from January 13, 2016.
2. Review of progress to date, deadlines, and plans for the semester (representing a change in focus from faculty-oriented concerns to student-oriented concerns—especially students' desire for more intentional career exploration and connections).
3. Update on recent communications with other stake-holders.
4. Team visit and discussion with Jason Bentley, Office of Student Success.
5. Plan for our last guest visits.

Quality Initiative Leadership Team Agenda

Wednesday, April 13, 3:30 p.m.

President's Conference Room, UC, with beverages/snacks

Deb Poole will convene.

1. Approval of the minutes from February 10, 2016.
2. Deb presents the Toolkit, introduces guests who contributed, and explains the rollout plan and summer activities.
3. Final discussion and thanks.