

ASSETT Board Meeting

Wednesday, April 20, 2016 | 8:30-10:00 | TLC 216

Board Members attending: Margaret Asiravatham, Irene Blair, Daryl Maeda, Phoebe Young, Elspeth Dusinberre (sitting in for Beth), Amedee Martella, Ligea Ferraro, Cheryl Higasida, Nico Hernandez-Charpak

Ex-Officio attending: Marin Stanek, Mark Werner

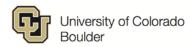
Absent: Robin Bernstein, Alma Hinojosa, Mary Kraus, Beth Osnes,

Minutes:

- 1. Introductions 5 mins
- 2. Approval of the Fall 2015 Minutes 5 mins
 - a. The minutes were approved
- 3. Report on OIT Partnership and Transition -- 15 mins
 - a. Changes during Spring 2016
 - b. To enable greater reach and solve financial issues
 - c. ASSETT Four Pillars:
 - i. Consultations teaching/learning consultants
 - ii. Faculty Fellowes program to organize outreach
 - iii. Work directly with students
 - iv. Grow assessments and analytics
 - d. **NOTE:** Welcome reception next week 4/27
 - i. Please attend or stop by if you are able
 - e. Budget Projections FY17
 - i. Smaller deficit than anticipated for the year
 - ii. OIT will provide management, admin and tech support for which ASSETT will pay a fee
 - iii. ASSETT fee is assessed to undergrads only courses 5999 and below
- 4. Reorganizing Governing Structure 20 mins
 - a. Advisory Board By-laws and procedures moving forward
 - i. Formalizes structure/role of the Board which will have a responsibility to shepherd any budget surplus
 - ii. Hoping to remain the same size 2 faculty/division, 1 undergrad/division, 1 graduate student/division
 - iii. Two-year staggered terms for Board members
 - 1. Student members should start no later than Juniors



- 2. Faculty should be defined
 - a. Leave as broad as possible so the Board is composed of a variety of positions
- 3. Would like to have a Chair of the Board
- iv. The college hired a new Associate Dean for Undergraduate Studies who will become the steward of ASSETT starting July 1
- b. Faculty Advisor Position
 - i. Changing position of Director to Faculty Advisor
 - 1. Intellectual leader of ASSETT without personnel management role
 - ii. The Board discussed an appropriate level of compensation
 - 1. The new position is structured to be less time
 - a. 1 course less per year plus a stipend might be a good starting point
 - b. Stipend includes course buyout costs
 - i. Keep in mind that some departments don't have course buyout
 - 2. We should leave it flexible depending on who fills the position
 - 3. Maybe cash option would be the best a standard figure to be negotiated how it is used
 - a. Chances for applications may be lower versus buyout options
 - 4. Be careful not to short sell the position in terms of time and investment needed
 - a. It's about improving teaching
 - b. Arts & Sciences will want to dial things back so it might be more effective to start with the \$30k number
 - 5. Ensure emphasis is on the leadership time involved, particularly for the person setting it up
 - 6. This position will be able to evangelize and coordinate with new faculty, FTEP, and Faculty Fellows program to set the stage for the being a visible proponent of ASSETT
 - 7. Might be useful to look at what summer salaries are and take the social sciences buyout to create a dollar amount
 - 8. Could also use number of hours projected each week to strengthen argument for compensation
 - iii. What will the selection process be?
 - 1. Who might we want to recruit as well as how
 - 2. How might an open call work
 - 3. Action: Please send thoughts/recommendations in the next month to Phoebe and copy Marin and Ligea
- 5. Review and Recommendations re: Service Changes 10 mins
 - a. Action: If you have issues with any recommendations or services changes, please contact Phoebe to discuss
 - b. The changes made don't fit with the new direction of ASSETT



- i. Some will go on hiatus next year to allow Sarah's team time to do analysis
- ii. Others are planned to sunset
- iii. ASSETT needs to communicate what will not be available in the fall
- c. Recommended Changes
 - i. Assessment needed over the coming year to look at the impact
 - ii. Action: Phoebe will provide the Board a portfolio of effective awards to help the Board determine what should be continued
 - iii. Example: syllabus archive has been helpful it might develop into enterprise service in OIT
 - iv. Action: Rephrase recommendations instead of "sunsetting," use restructuring
- 6. New Programming Proposals 30 mins
 - a. Faculty Fellows Program
 - i. Three-year pilot that will be assessed
 - 1. 10 in first cohort
 - 2. 12 in second cohort
 - 3. 15 in third cohort
 - 4. Depends on time required
 - ii. Would need to be someone on contract that would last three years
 - iii. Faculty who can be leaders of other faculty
 - iv. Provide them with up to date information about resources
 - 1. OIT will make sure to infuse them with what they need to tailor to their individual department serving the needs of the students
 - 2. Communication is critical
 - v. Will there be at least one person interested in this in each department?
 - 1. There may be departments that don't want to participate but they will all have the *opportunity* to participate
 - vi. Action: metrics for success will need to be defined
 - vii. Could consider each cohort or set of cohorts having a theme
 - 1. Even within a cohort, it would be possible to break into two groups
 - b. OPLE (Observational Protocol for Learning Environments)
 - i. Involving students in the enterprise of technology in teaching and learning
 - ii. Intended as an additional tool faculty can use to think about teaching
 - 1. Can have undergrads coding actions that happen in the classroom
 - 2. Provides a time series look at what is happening in the classroom
 - 3. Enhances input to faculty
 - iii. Have used the tool for about a year with roughly 50 observations
 - 1. Would like to bring it to a college level
 - iv. A suggestion was made to coordinate with CU Teach or Learning Assistance
 - v. 25% position may be difficult to convince graduate students to take1. Should include some sort of tuition waiver
 - vi. Could think of a full graduate position for both Faculty Fellows and OPLE 50% GA



- 1. Need continuity over multiple years
- vii. Where would instructors go from the assessment?
 - 1. Consultants would work with faculty to offer interpretations
- viii. OPLE could be used to assess the Faculty Fellows
 - 1. Action: criterion for success will need to be defined
- c. Technology Learning Assistants, "Student Fellows"
 - i. Have all undergraduates we employ perhaps a graduate student for ASSETT
 - ii. Employment at ASSETT is developmental for students
 - iii. Could help with introducing new technology in the classroom
- d. Teaching with technology on hiatus for the next year; what about OIT workshops?
 - i. Hoping to continue or expand future workshops
- e. Other Items
 - i. A suggestion was made to expand assessments
 - ii. How can ASSETT serve RAPs?

Next meeting: September