



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 Dusingberre (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 take
 - 1. 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