In Attendance

<table>
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<tr>
<th>Name</th>
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<tr>
<td>Mariam Abdelhamid</td>
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<td>Gene Hou</td>
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<td>June Ritchie</td>
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<td>M’hammed Abdous</td>
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<td>Marissa Jimenez</td>
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<td>Julia Romberger</td>
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<td>Joyce Armstrong</td>
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<td>Karen Kott</td>
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<td>Nancy Schafer</td>
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<td>Remica Bingham-Risher</td>
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<td>Christopher Ndiritu</td>
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<td>Douglas Ziegenfuss</td>
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<td>Andy Casiello</td>
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<td>Chris Osgood</td>
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<td>Dave Hamel</td>
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<td>Richard Overbaugh</td>
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Agenda Item: Welcome and Approval of Meeting Minutes

- M'hammed Abdous called to order the regular meeting of the CLT Advisory Board Meeting at 11:30 a.m. on October 8, 2014.
- M'hammed Abdous requested a motion to accept the March 19, 2014 meeting minutes. A motion to approve the meeting minutes was made by Andy Casiello and seconded by Nancy Schafer. The motion passed with a unanimous vote.

Agenda Item: 2014 CLT teachFAIR

Overview:
- CLT's annual teachFAIR will be held on Tuesday, October 28, 2014, 11 to 2 p.m. at Webb Center in the Hampton/Newport News rooms.
- Thirteen presentations are scheduled.

Agenda Item: Encourage Faculty Involvement and Participation in CLT Activities

Discussion:
- How can CLT increase participation and diversify faculty contributors at all CLT sponsored events?
  - Discussed ways CLT currently communicates: communication to FIG and other award winners; targeted email to faculty (including department chairs; posters, university announcements, direct mail; posting on campus monitors; addition to CLT staff signature; department meetings; one-on-one with faculty.
  - Recommendations:
    - Communicate with Dean’s and Associate Dean’s
    - Request fifteen minutes to speak at department meetings and ask for nominations.
    - QEP tie in. Joyce confirmed CLT currently works with QEP.
✓ Constantly remind faculty as much as possible of CLT’s services and remind everyone (not just Dean’s or Department Chairs).
✓ Offer activities on the weekend or after 5:00 p.m. CLT has done this in the past however, attendance was light and mostly attended by adjunct faculty.
✓ Offer an incentive to faculty who bring 2-3 new faculty to a CLT event. We’ll need to keep our budget in mind.
✓ Encourage faculty to bring GTA is events. Also, identify Faculty Mentors – this could be good for their PD. It was mentioned CLT does this at orientations where Joyce talks about CLT events.
✓ Integrate more faculty mentorship and development with involvement from Chandra de Silva (Vice Provost for Faculty and Program Development), Brian Payne (Vice Provost for Graduate and Undergraduate Academic Programs, and Robert Wojtowicz (Associate Vice Provost Graduate Studies). It would be helpful if we could have them act as agents and the three of them nominate faculty (participation would not be dependent upon nomination).

**Agenda Item: Identify Faculty Development Needs (topics, tracks, etc.)**

**Discussion:**

✓ Ideas on how to develop targeted workshops (i.e. for Nursing or other discipline based programs).
  - Karen and Julia offered to brainstorm ideas on how to accomplish this task best.
  - One of the best advertisements is conversation.
    - Target specific faculty and approach them directly.
    - Identify one or two active Faculty Mentors and ask for their assistance.

✓ Ways to ensure various technology is using in teaching:
  - Ensure students are using the technology.
  - Foster ways to use technology and ask students if they have used it.
  - Have this conversation with the program director or department chair
  - Expand use beyond social media. (need to be face-to-face)
  - Identify GTA’s we can coordinate with and go to departments to conduct training. The examples would be specific to the discipline and therefore more beneficial. For example, how to use technology to work on a project. Every faculty member provides examples and this information is taught in the program.
    - A board member offered to bring this up at her next department meeting.

✓ Tap into information from students:
  - Ask students “Do you have a professor who used any unique technology?” and the question serves as a student nomination. A link to a nomination form can be placed online.
  - This may get Faculty excited and would look good on their vita.
  - Chris and Marissa offered to create the form.
  - This angle needs to be looked at closely at the upcoming Faculty Summer Institute.

✓ Upcoming Faculty Development Calendar: Topics and Tracks.
  - CLT works hard to offer a diverse and unique selection.
  - Recommendations:
✓ Select a big conversation in one broad area so it appeals to more people
✓ Create a regular series of topics for one year
✓ For new ideas search the internet to see what others offers and would be of interest
✓ Conduct sessions normally held at the library at Gormto instead. Have the experience feel like a conference.
✓ Bring events to the target audience.
✓ Target Gen ED courses (which has high enrollment) to get student’s more engaged and maximize attendance.
  – We can find out which classes have high enrollment and invite attendee to attend the next PCTL

Agenda Item: 2015 Faculty Summer Institute

Overview:
❖ The Summer Institute is scheduled for:
  Date: May 19 and 20, 2015
  8:00 a.m. to 4:30 p.m.
  Venue: TED Constant Center

  Theme: Service Learning

  Possible Keynote Speaker: Nadine Cruz, Lasalle College

Agenda Item: Next meeting
❖ An invitation to the Spring 2015 meeting will be sent to Advisory Board members.

Adjournment
M’hammed Abdous thanked the Board and adjourned the meeting at 12:30 p.m.