

Illinois IDEA HS Faculty Team Meeting Minutes  
ISU, Bloomington, IL  
25 January 2008

**Faculty Participants**

GSU: Steve Shih

NIU: Chairs: Mary Pritchard & Marilyn Bellert: Dennis Cesarotti, Jim Leon, Carol Thompson

SIU: Peggy Wilken

WIU: Nancy Parsons, Stephen Reinhart

Others: Ellen Parham (Alliance)

The Grant Steering Committee introduced themselves: Mary Pritchard, Marilyn Bellert, Ellen Parham, and Nancy Parsons. The steering committee reported a positive outcome from the review and audit of the results from the first IBHE grant to the Alliance by the independent reviewer, Bob Fisher. They also noted the Board of Directors had met and had asked that a Faculty Advisory Committee be set up.

The group suggested that as a starting point, a lead faculty member from each institution would be part of the Faculty Advisory Committee (FAC). Eventually a more formal mechanism for choosing members and terms of service would be set up, as well as outlining exact duties and responsibilities. The current 'Lead' faculty members to serve as faculty contacts are Steve Shih (GSU), Nancy Parsons (WIU), Mary Pritchard (NIU), and Peg Wilken (SIU). These members will be included in the roster of the initial members of the FAC. The other institutions were asked to submit names of lead faculty members.

Marilyn Bellert reviewed the work to date on the thorny question of ownership issues with respect to Alliance courses. This is an important issue that will continue to need attention and policy resolution. University policies probably address this issue of intellectual property within each university, but the policies are not expected to be uniform. There is an initial plan to write up the issues and send to the universities to collate the different university policies to see how disparate they might be. Marilyn Bellert will continue to be in charge of collecting this data.

Steve Shih noted with concern that it appeared that BlackBoard(R) is planning to drop some small schools. Since client schools would be accessing Alliance courses through the member institutions web-based systems, this probably would not affect the web-based delivery of Alliance courses to small clients outside of the Alliance system, and it was assumed that the current 8 public universities who are the members of the alliance will still be able to support maintaining their web-based commercial course delivery systems.

Marilyn Bellert gave an update on the current Request for Proposals (RFP). The first round of proposals is due Feb 25. These proposals are for developing new courses and for converting existing courses to web-delivery format. In the first round, \$8000/course will be distributed to the proposed courses that win the proposals. The Alliance would let the

university decide how the funds would be distributed between faculty, instructional designers, materials, and supplies. It was expected that in the initial few rounds of the RFPs', the Proposal Review Panel will review and rate the proposals, and their reviews will be used to advise the Grant Steering Committee who will make the final determinations.

The group discussed how the proposal review process and course selection should work in the long term. Thompson suggested that the Proposal Review Panel concentrate on rating and reviewing proposals for their overall quality, for their potential effectiveness in satisfying one or more of the IDEA HS Student Learning Outcomes, and delivering and teaching the intended course material and topics. The Faculty Advisory Committee would use that input to determine which proposals to fund. The FAC would also look at the proposals within the context of Alliance needs and long term policy discussions (what topics or courses would fill gaps in the Alliance offerings and whether proposed courses or requests for proposals to support the development of a new course would duplicate courses already well covered in existing offerings).

The Alliance on-line web pages do not have a separate mechanism for member institutions to submit an existing on-line course for approval. Currently, it would go through the same process as asking for money (the RFP). In the future, this would be corrected so that there would be a separate mechanism for submitting to the RFP and for submitting an existing course for approval.

It was proposed that the Proposal Review Committee be composed of:

- One faculty member from each member institution

- Three instructional designers (as ex-officio/advisors)

- Chaired by a member of the Grants Steering Committee (Marilyn Bellert).

This composition was agreed by the meeting attendees. Particular term limits were not mentioned at this time.

A Proposal Review Panel was formed from the following volunteers: Dennis Cesarotti (NIU), Peg Wilken (SIU), and Nancy Parsons (WIU). Panel members from the other institutions will also be added.

Marilyn Bellert would put together a rubric of the course evaluation criteria. Criteria mentioned in discussion for evaluating proposals for Alliance funding for development were: feasibility, completeness, alignment with student learning outcomes, filling a curricular need, alignment of content and activities with the course objectives.

After discussion on learning outcomes, the following statement and learning outcomes were approved by the group:

- The following learning outcomes apply a multi-disciplinary approach to human-made and natural disasters occurring at local, state, federal, and global levels. Each IDEA HS course will address at least one of the following student learning outcomes -

- 1) Define and identify vulnerabilities, threats and hazards
- 2) Assess risks
- 3) Plan for emergency action
- 4) Formulate prevention and mitigation strategies
- 5) Organize responses
- 6) Manage recovery and operations
- 7) Evaluate effectiveness

The next meeting is tentatively scheduled for April 4, 2008.

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Carol Thompson, recorder