**COUNCIL FOR INSTRUCTIONAL TECHNOLOGY**

**Wednesday, October 24th, 2012**

**1:00-2:00 PM, HH60**

**Minutes**

Members present: Chandra Amaravadi, Sharon Stevens, John Stierman, Anna Valeva, Bruce Walters, Barry Witten.

Meeting was called to order at 1:00 p.m. by Chair Chandra Amaravadi.

1. **Council Administration**:

Bruce Walters motioned to approve the minutes from the last meeting, seconded by Anna Valeva. The minutes were approved unanimously.

A discussion followed as to what should constitute a quorum for holding a meeting and quorum for making decisions. It was agreed upon that at least 33% of the membership body needs to be present in order to hold a meeting (i.e. at least 4 out of 12 members), and at least 50% of the membership body needs to be present in order to vote and make a decision (i.e. at least 6 out of 12 members). One important argument in favor of these percentages is that due to scheduling conflicts the committee would never have more than 10 members present.

1. **Elections**: An election was held for a vice-chair to replace Bhavneet Walia who had to leave the council due to restrictions on the number of Faculty Senate Committees one can serve on. There were two candidates: Samuel Edsall (self-nominated) and Anna Valeva (self-nominated). Ballots were cast anonymously and Anna Valeva was elected as vice-chair unanimously.
2. **Existing agenda items**:
3. Course information database: In a previously scheduled CIT meeting, Ms. Sara Thomas from the WIU bookstore gave a presentation on the Course Information Database. It is called the course search database and lists books and other required materials that are displayed when students search for courses in stars. The database was created following the Higher Education Equal Opportunity Act that mandated transparency in student’s educational costs. Ms Thomas mentioned that the bookstore would like to see timely information about the textbook and other instructional materials (e.g. software) required for each course, including any specialty requirements. Currently 60-70% of the courses do not have the section on additional requirements filled out. An issue for CIT is whether faculty should be encouraged for filling out that information. It requires them to register at the bookstore’s site using a departmental *username* and *password*. Currently, some departments have their secretaries fill out the information as faculty relate it to them. One suggestion would be to give each faculty the department log-in name and password to the course information database and then faculty would have the responsibility to enter the information. This may work for departments with relatively large faculty to support staff ratio. For smaller departments, the current practice (i.e. the secretaries enter the info) may still be the best solution.

In the process of the above discussion the issue with early textbook buy-back by the bookstore arose. The committee sees that there is a problem with the buy-back problem starting as early as the middle of October (this may work for students who happen to drop a class, but in general becomes an incentive for students to sell their books well before the conclusion of their coursework). The committee recommends that the Faculty Senate look into the timing of the textbook buy-back program.

1. Policies affecting faculty and instructional technologies: A summary of the existing policies affecting faculty and instructional technologies was distributed by the Chair. Committee members will review the document and discuss these in future meetings.
2. **Other**: None.

The meeting adjourned at 2:00 p.m. (Sharon Stevens motioned to adjourn, seconded by Bruce Walters).

Next meeting: Wednesday, November 14th, at 1:00 p.m., HH60

Minutes respectfully submitted by: Anna Valeva.