

EASTERN MICHIGAN UNIVERSITY
Commission on the Future of Instructional Delivery

Skunk Works / Innovations Sub-Committee

Meeting Minutes

7 January 2005

3:00 – 5:00 p.m. – 386 Marshall Building

Approved via email response consensus

Attendees: J. DeCamp, D. deLaski-Smith, R. Lucas, C. McAnuff, D. Silverman

Absent: None

Guest(s): None

The meeting was convened at 3:00 p.m. in 386 Marshall Building.

Agenda Items:

- I. Approval of Minutes: This was the first meeting of the Sub-Committee. As a result, there were no minutes from a previous meeting to be approved.
- II. Additional Agenda Items:
 - a. Debi Silverman was selected by the Sub-Committee members to serve as Chair.
 - b. The position of Recording Secretary will be rotated throughout the Sub-Committee.
- III. Meeting Schedules: All meetings will be held from 3 – 5 p.m. in 386 Marshall Building
 - a. 21 January 2005
 - b. 28 January 2005
- IV. Review of Materials Distributed Prior to Today's Meeting as Resources
 - a. How to Manage Your Own Skunk Works article
 - b. Basic Organizing Rules of Lockheeds SkunkWorks article
 - c. Breaking Out of the Training Catch-22 article
 - d. Skunk Works Secrets article
 - e. Entering the Mainstream: The Quality and Extent of Online Education in the United States, 2003 and 2004 Overview
 - f. Thirty-two Trends Affecting Distance Education: An Informed Foundation for Strategic Planning article
 - g. Andrological and Pedagogical Training Differences for Online Instructors article
- V. Topics of Discussion
 - a. The following points were brought up during the discussion under Agenda Item 2. Review of Charge of the Commission:
 - i. All forms of instructional delivery will be considered relative to innovations;
 - ii. Priority will be given to "building within" (consider what currently exists and improve / enhance it) rather than "building upon" (adding new programs / projects / innovations to what is currently possible)
 - b. The following points were brought up during the discussion under Agenda Item 3. Innovation on the EMU campus:
 - i. Capabilities currently exist to enhance learning and building community at EMU. Examples include such activities as expanding paperless capabilities throughout campus; developing freshman student / faculty mentoring; developing a faculty / student lunches or dinners at the Dining Commons; ensuring that in the implementation of General Education Reform there are faculty with expertise in online instructional delivery; build stronger partnerships with corporations; and the current entrepreneurial model for offering courses through Continuing

Education provides opportunities that would not exist if this model was not utilized.

- ii. Obstacles currently exist that do not enhance learning and building community at EMU. Examples include such obstacles as limitations in funding; resources are not always allocated to where the demand is; the extent and target of marketing is not sufficient to needs; development of current innovations or new projects is often done with both the product and marketing done simultaneously rather than developing the product then marketing it to appropriate targets; we are always adding on and tend not to do any removal of projects / responsibilities; no base budget exists for innovation; the model utilized for course scheduling follows that of an "Agricultural School" model rather than one more appropriate to EMU's needs; the campus itself should be showcased during spring and summer when prospective students and their families are on campus more so than what is currently done; faculty need to have the opportunities to get to know their students better (e.g., include links to student's pictures through Course Lists on my.emich); the "culture" that students and their families are our consumers and as a result have a role in decision making must be enhanced; better communication needs to be done as to what is going on at EMU that is positive
- c. The following activities will be brought forward to the full Commission at the 14 January meeting:
 - i. It is the recommendation of the SkunkWorks / Innovations Sub-Committee that faculty be surveyed in February and students be surveyed in the second and third week of March to obtain data on what faculty are currently doing in their courses that is innovative and what obstacles they are facing in trying to infuse innovation in their teaching. The survey will also ask them to identify any innovative practices / projects that they are aware of that are being done at other universities that, if possible, they could implement at EMU. Students will be asked to identify instructional methods / strategies that they prefer or find exciting. Incentives will be provided to encourage participation by both study groups. The other Sub-Committees will be asked for questions that might be included on this survey that would be critical to their activities to expedite time and possibly decrease the number of surveys that might be going to faculty and students as a result of the activities of this Commission.
 - ii. Following the analysis of the surveys it will be critical to provide some feedback to the respondents on positive results. Suggestions included developing a feature on the Academic Affairs Web page or the EMU Home page that features a faculty member on a weekly basis (this could be "tasked" to either the College FACs or to the Faculty Council for selection); and provide faculty with at least one positive feature each week about EMU.
 - iii. The findings of these surveys may also be of use to the Continuous Quality Improvement Committee for possible use as they prepare the projects that will be submitted for AQIP.

VI. Home Work

- a. Sandra Williams will be invited to attend the Sub-Committee meeting on 21 January to begin the preparation of the surveys.
- b. Sub-Committees of the Commission will be requested to have any questions that they would like to include on this survey submitted to our Sub-Committee by 5 p.m. on Thursday, 20 January.
- c. Individual Sub-Committee members will continue to investigate innovations in instructional delivery that are being done both at EMU and other universities.

VII. Adjournment

- a. The meeting adjourned at 4:50 p.m.

Respectfully submitted by Recording Secretary for this Meeting: Debi Silverman, School of Health Sciences and Faculty Council Representative for the College of Health & Human Services to the Commission.