

August 26, 2025

TO: FACULTY SENATE

FROM: COUNCIL FOR INSTRUCTIONAL TECHNOLOGY

RE: ANNUAL REPORT FOR THE 2024-2025 ACADEMIC YEAR

Full Council:

Membership on the Council for the past academic year included: Andrea Alveshere (Chair), Rebel Mickelson (Vice-Chair/Secretary), Feridun Tasdan, Tammi Bories, Gina Yi, Emily Shupe, Paul Chinen, Sean Cordes, Leaundra Hemphill, Mohammad Shamsuddoha, Nilanjan Sen, Rashmi Sharma and Stephen Druse (Student Member).

Meeting Dates: September 10, October 8, November 12, December 10, January 29, February 19, March 19, April 16

Guests:

October 10th - Dawn Sweet and Ian Szechowycz discussed changes to online teaching
November 12th - Dawn Sweet, Joan Nkansah, and Merrill Cole

AI Sub-Council:

Membership on the Artificial Intelligence Sub-Council included: Andrea Alveshere (Chair), Stephen Druse, Feridun Tasdan, Rashmi Sharma, Michael Lorenzen, Tahir Khan, Anjum Razzaque

Meeting Dates: January 27, February 24, March 24, April 14

Ad hoc Online Teaching Sub-Council:

Membership on the Ad hoc Online Teaching Sub-Council included: Emily Shupe (Chair), Rebel Mickelson (Secretary), Tammi Bories, Nilanjan Sen, Dawn Sweet, Joan Nkansah, Sebastian Szyjka, Ian Szechowycz, Merrill Cole, Sharon Stevens, Kylie Norris (Student Member)

Meeting Dates: January 28, February 4, February 11, February 18, February 25, March 18, April 8, April 22

COUNCIL FOR INSTRUCTIONAL TECHNOLOGY ANNUAL REPORT FOR THE 2024-2025 ACADEMIC YEAR

Summary

During the 2024-2025 academic year, the full Council met via Zoom on eight occasions. The committee invited Dawn Sweet, Joan Nkansah, Ian Szechowycz all from the Office of Online Teaching and Learning (OTL) and Merrill Cole (UPI) to discuss online teaching and consider potential recommendations.

In Fall 2024, the Faculty Senate approved the creation of an Artificial Intelligence (AI) Sub-Council. Subsequent to its formation, the AI Sub-Council had four monthly meetings, via Zoom.

In Fall 2024, the Faculty Senate also charged CIT to develop recommendations for changes to WIU policies and practices regarding Online Teaching and Learning. To address this charge, CIT created an ad hoc Online Teaching Sub-Council which held an additional eight meetings.

Major activities

The major activities of CIT for the 2024-2025 academic year.

1. The Council invited OTL staff to attend a meeting.
 - a. OTL Staff presented an overview of online teaching policies and procedures and a summary of the recommendations made by their office and the AI Task Force.
 - b. New requirements for Regular and Substantive Interaction (RSI) and Accessibility were also discussed
2. Volunteers from CIT and other university constituencies (OTL, UPI) formed the AI and Online Teaching Sub-Councils.
3. OTL staff shared a draft presentation to the Ad hoc Online Teaching Sub-Council for the sub-council's feedback prior to presentation of the same material to the Provost's Office.
4. Sebastian Szyjka demonstrated his own approach to online class organization to the Online Teaching Sub-Council and discussion was had about how best to accommodate a large variety of pedagogical approaches while also creating consistency in site navigation experiences from class to class.
5. The Ad hoc Online Teaching Sub-Council created a student survey to inform CIT's Online Teaching recommendations. The survey was approved by the full council and distributed. Results were incorporated into the draft recommendations put forward by the sub-council.
6. OTL staff presented an overview of the proposed Universal Course Navigation and Interface Shell (UCNI), incorporating upcoming Brightspace format updates, to the ad-hoc Sub-Council for discussion and feedback prior to OTL's creation of self-guided trainings to help faculty navigate these changes.
7. Members of the newly-formed AI Subcouncil attended two webinars discussing a survey of student perspectives on AI and use of AI in the classroom (by publishers Sage and Top Hat, respectively) and compiled a variety of AI-related articles and resources. The AI sub-council also experimented with using Zoom transcription and AI to generate meeting minutes.
8. Recommendations from both Sub-Councils were incorporated into CIT's Online Teaching Recommendations, discussed and approved by the full Council, and presented to the Faculty Senate at the April 22, 2025 meeting.

Agenda for the next academic year:

Council administration – elections (April 16):

- a. Chair position - Andrea Alveshere
- b. Vice Chair/Secretary – Vacant (will be filled at first Fall 2025 meeting)

For the 2025-26 year, the Council intends to continue its efforts in:

- a. Work on creating a permanent Online Teaching Sub-Council
- b. Inviting guests from various technology service providers on campus and learning from/deliberating on their initiatives.
- c. Executing a survey (first approved in 2024, but put on hold due to other specific priorities last year) to gather students' use of and knowledge about online instructional tools/technologies. This will help us as a council better understand where we can help our faculty and staff.