

## Council on Graduate Studies Minutes September 19, 2023

The September 19, 2023 hybrid meeting of the Council on Graduate Studies met in 3108 Blair Hall at 2:00 pm.

**Members Present:** Dr. Bonnie Laughlin-Schultz, Dr. Nikki Hillier, Dr. Wesley Allan, Dr. Nichole Hugo, Dr. Alexis Jones, Dr. Chris Laingen, Ms. Chavionne Thomas

**Members Absent:** Dr. Farhad Sadeh

**Others Present:** Interim Dean Robert Chesnut, Dr. Lauri DeRuiter-Willems, Ms. Lana Beasley, Ms. Myra Taylor

**Guests Present:** Dr. Julie Dietz

### 1. Minutes

#### a. Approval of the 0905223 Minutes

Motion to approve the minutes as written made by Dr. Wesley Allan, motion seconded by Dr. Chris Laingen.  
Motion carried by acclamation.

### 2. Communication

#### a. CLAS Curriculum Committee Minutes, April 19, 2023

#### b. Faculty Senate Approved Change to Student Conduct Code

(Submitted by Anne Thibault Geen, MFA, Chair Faculty Senate Ad-Hoc Committee on Student Academic Dishonesty)

#### c. EA-CLAS-24-07 MAT 5700 (Change Pre-Requisite)

#### d. EA-CLAS-24-08 CSM 4970 (Change Pre-Requisite)

Motion to approve EA-CLAS-24-07 and EA-CLAS-24-08 made by Dr. Nikki Hillier, seconded by Dr. Wesley Allan.  
Motion approved by acclamation.

### 3. Items to be Added to the Agenda

#### a. 24-01 CPL NTR 5990 Independent Study (Request to make a CPL Course)

#### b. 24-02 CPL NTR 5155 Nutrition Education and Behavior (Request to make a CPL Course)

#### c. 24-03 CPL NTR 5151 Nutrition and Public Health (Request to make a CPL Course)

Dr. Laughlin-Schultz shared with the committee that these agenda items were previously approved (090523) via executive action. However, it was learned the items should have been approved as agenda items.

Therefore, Dr. Laughlin-Schultz asked for a motion to suspend the Council by-laws and add the items to the day's agenda for approval. Motion made by Dr. Wesley Allan, seconded by Dr. Nikki Hillier. Motion to suspend the by-laws approved by voice vote.

A motion to approve agenda items 24-01, 24-02, 24-03 was made by Dr. Jones, motion was seconded by Dr. Laingen. Motion approved by voice vote.

### 4. Items to be Acted Upon: (See above)

### 5. Items Pending: None

### 6. Other

#### a. Discussion regarding Online Programs' employment of Graduate Assistants

Discussion was held regarding adding graduate assistantships to completely online programs. Interim Dean Chesnut stated he will bring the possibility to the administration for consideration.

b. **Discussion regarding standard email responses to common student questions**

The creation of boilerplate language to be used in response to commonly received email questions and requests was discussed. The Council will consider creating same.

**7. Committee Reports**

a. **Graduate Student Advisory Council (GSAC)**

Ms. Taylor stated the GSAC had elected it's entire executive committee at their first meeting. All the newly elected VPs, in addition to the President and Vice-President are international students.

b. **Booth Collaborative Advisory Committee** (Dr. Lauri DeRuiter-Willems)

See attached report.

c. **Textbook Rental Advisory** (Dr. Wesley Allan)

No report.

**8. Dean's Report**

a. **Office of International Student Scholars staffing update**

Interim Dean Chesnut stated three (3) positions are open, Program Assistance, Counselor and Office Manager. Two offers were to be extended this week.

b. **Augustine and College Thesis Award Nominations due at end of October**

Interim Dean Chesnut reminded those in attendance of the upcoming thesis award deadlines.

c. **Graduate Fair for EIU Undergrads, October 18, from 1:00 p.m. – 3:00 p.m., University Ballroom**

Those present were reminded of the Graduate School Graduate Fair and encouraged to attend or send delegates.

Motion to adjourn made by Dr. Hillier, seconded by Dr. Jones

Meeting adjourned at 2:37 p.m.

**Booth Collaborative Advisory Committee  
Meeting Minutes**

Sept. 13, 2022, 4-5 p.m.  
Witters Conference Room in Booth Library

Lauri DeRuiter called the meeting to order at 4:01 p.m

**Members Present:**

Michael Gillespie, Lynne Cameron, Lauri DeRuiter-Willems, Sace Elder, Brian Keith, Barry Kronenfeld, Amy Odwarka, Rachael Ryerson, Amanda Welch, Jessica Zanton

**Guests:**

Kim Ervin, Diane Highland, Julie Lockett, Keerthana Saraswathula, Elaine Yaw

**Absent:** Tori Cuchshon, Evan Kubicek, Eric Ogbe

**1. Introductions and Reconnections**

Each person present gave a short introduction and shared their favorite event or activity from summer.

**2. Election of New Chair**

Lauri DeRuiter-Willems started business items with the appointment of a new committee chair. Chair responsibilities include checking in with Dr. Gillespie and Dean Keith to form agenda, and show up to meetings. The service is valuable for portfolio. DeRuiter-Willems asked for volunteers; Lynne Cameron offered. DeRuiter-Willems moved that Cameron be appointed as next chair. Amy Odwarka seconded the motion, and the motion was carried. Cameron asked for clarification, and it was confirmed that Robert's Rules of Order do not need to be followed strictly.

**3. New FDIC Staff Introductions**

Dr. Gillespie introduced new FDIC staff members who were hired at the end of SP23 semester. Now FDIC has three Instructional Support & Training Staff (ISTS's). David Smith could not attend the meeting; Keerthana Saraswathula, an EIU Alum, is our embedded FDIC member in College of Education, with an office in Buzzard. Ms. Saraswathula relaxed and got a cat over summer. Elaine Yaw is the ISTS for College of Liberal Arts and Sciences, with an office in Doudna outside the orchestra practice hall. Yaw is a St. Mary of the Woods Alum, was a faculty member for 17 years, and brings a unique perspective to this job. Yaw's favorite summer activity was being a bartender at Sonka's Irish Pub as a transitional job. FDIC Staff has doubled, and lots of great new things are on the horizon with the new staff arrivals. Also in attendance were Kim Ervin, Instructional Designer, and Julie Lockett, Director of Learning Innovation. Ervin has been at EIU for one and a half years, and traveled to London in May. Lockett worked all summer and made excellent ice cream.

#### 4. **New Dean of Booth Library Services Introduction**

Chair Cameron turned the meeting over to Brian W. Keith, previously from George A. Smathers Libraries at University of Florida, who started at EIU July 1. Dean Keith stated that the campus and community have been incredibly welcoming. He stated that EIU has a good, exciting library, and he's happy to be at Booth. Dean Keith moved with wife, Elizabeth, and daughter, Isabel, a CHS freshman who is making friends. Son, Benjamin, is at college in Florida. Dean Keith is happy to discuss at length Booth Library and the state of academic libraries. He reiterated that there has never been a better time to be in academic libraries and to work in them. Dean Keith believes the student-centric focus of EIU makes Booth Library an even more special place to be an academic librarian. Gillespie added that since Keith's arrival a lot of exciting things are happening and there is new energy. He is happy Dean Keith is here. Keith reiterated that the relationship between Booth and FDIC was a big selling point and Gillespie has been collaborative and welcoming.

#### 5. **FDIC Director Updates**

Gillespie welcomed everyone back and stated that lots is happening at FDIC. He provided handouts for FDIC fall programming; the first session was completed last week. Gillespie requested that information be shared with your units. The recent panel was recorded and will be posted on the FDIC website. Amy Odwarka, Bobbi Kingery, Jody Stone, and Amber Webb participated. Several new initiatives were started last year, including the FDIC Fellowship. DeRuiter-Willems was the inaugural fellow. Fellows are to provide or produce a useful end-product; DeRuiter-Willems is facilitating a workgroup for OER on September 19. Her workgroup will meet three times, and will distribute a free book to participants on using and developing OER, which is a hot topic right now. There is interest in OER broadly across campus, including from Pres. Gatrell and VPAA Hendrickson. DeRuiter-Willems is still looking for critical mass of participants, so please recommend the initiative to people you know who might be interested. Participants will work with Steve Brantley and RES librarians, as well as Kim Ervin, who will provide context. The new fellow this year will be Alexis Jones, College of Education, whose project is on Classroom Interactions and communication between instructors and students. Another big topic of conversation is International students and what we can do to support them. An infographic project and workshop will be coming up soon with Andy Kabasele from the Graduate School – Best practices for working with International Students. Mr. Kabasele has recorded a similar podcast and is helping to develop the infographic. Gillespie is working with a Graduate class in Communications who are also interested in doing a project on International Students. There will be a few standard FDIC offerings: grant writing with R. Chesnut, Ervin's catalog of Instructional Design courses, AI workshops, a Brown Bag about AI, and Ervin is working on a November workshop examining the things you can do with AI and the tools available. November 16 there will be a meeting with author Harlan Cohen, who will be here for Pres. Gatrell's investiture as the keynote speaker. Cohen is also doing a faculty workshop 9:30-10:30 a.m. all BCAC members are invited. This will be an opportunity to discuss his approach to resilience and success for students, the transition from high school to college, what students can do to rebound after roadblocks. He will provide a faculty perspective on finding opportunities to support students. That afternoon at 2 p.m. Cohen will deliver a large student workshop in the University Ballroom. Housing and the Dean of Students are working to pack the room. Social Media posts for all events will start next week. Cohen's visit dovetails with Gatrell's investiture but presents a couple of opportunities for faculty and students to engage with him. Ongoing opportunities: the FDIC podcast has reached 3000 downloads, and FDIC is ready to launch Season 2 and record more.

Opportunities for FYE faculty are expanded this year and include monthly mentoring with Gillespie; a monthly social event – the first is at Gillespie’s house tomorrow; a campus tour, and new faculty ambassadors working with groups of three new faculty per mentor, to provide small-group mentoring outside FDIC. At the end of SP23 semester, FDIC was able to formalize four Excellence in Online Instruction (OCDI in overdrive) courses – completion of all four earns an online teaching certificate and a QM review of your course. Faculty Learning Communities – the next one starts in a couple of weeks and those initiatives continue to improve each year. This year they will be incorporating a book, *The New College Classroom* (Harvard Press). Participants will bring activities to try with faculty peers before they launch them in the classroom. Space is available. Online Learning Community starts tomorrow. The format has changed this year to a more group participation community, and meets the second Thursday of each month at 3pm on Teams; register on the FDIC website. FY24’s Spring Read will be the *Inclusive Design* book for designing courses. New postcards with contact info of FDIC staff have been distributed across campus. Rachael Ryerson asked how people can participate in Online Excellence? Register at the FDIC website – all training is asynchronous – you can complete modules at your own pace.

#### 6. **Dean of Booth Library Services Updates**

Keith commented that the state of Academic Libraries, in the context of what we’re doing, creates a framework for some of what we’re doing. He shared Booth Library’s selected goals for the academic year. Provost Hendrickson is pleased with the list and it sets the context of academic libraries – best time ever! In Higher Education, the current focus is on information literacy and the bombarding of good and bad information. Libraries are info professionals. Our liaison, instruction, and research/consultation services position us to be partners in research of all kinds. We are also co-educators. Thinking about our work in exciting ways from a learning standpoint – curricular, co- or extra-. Librarians have reached a maturity in digital information and systems. A shift happened during the pandemic, resulting in controlled digital lending, new ways to think about access, discovery, building collections, open access, OER, democratizing access to technology for students and instructors. Belonging and inclusion are a priority. Our foci in our partnerships are student success, our contributions to the scholarly and creative work of EIU faculty, and the recognition of it; inclusion and equity. We are blessed to have Amy in her role at EIU.

There is a lot of outreach/engagement activity right now. First off, Resident Hall nights – almost 200 people attended. The fall annual book sale is today. Tonight’s AI Test Drive event is a great example of partnership between the library and FDIC, who will be hosting that today 5-7 p.m.; EIU Kickoff demonstrates how we can engage with the greater community. Keith is excited about the vintage postcards that will be distributed. In terms of fundraising, there are both traditional and grant-based opportunities. Amber May got a library tour and conversation about plans for library fundraising. We must consider how people see an investment in their legacy helping to shape the library.

Laptop loans – about 150 laptops are nearly continually loaned out. We will get some replenishment from the First Student laptop purchase – some were not claimed – the remainder (about 150) will come to the library to supplement our collection. The service desk in Atrium is no longer staffed for loaning of technology – all technology checkouts have moved to the LTS desk on 4000, allowing us to remove an unneeded service desk and open the area to the CSI. Focus is on the user, the user’s experience in the space, and how can we use economies of scale and scope to be efficient in serving our

students. New laptops will be available for checkouts by SP24. A Family Hub awarded in response to a grant application by Odwarka and Michele McDaniel. What is a family hub? Odwarka and McDaniel led the initiative to bring focus to a plan for a lactation room equipped with a sink and comfortable furnishings to feed/pump, that will be open to students/staff/faculty/community – that will be installed in a current group study room. An adjacent study room will have a child activity space with resources for parent to study while the child is safely entertained. The space will have a PC, a work area, something to contain the child safely, as well as equipment and resources for children and loanable items. BTC will also receive enhanced programming. The installation will be a 4-pronged approach. Music equipment from 2 listening rooms will go into the former 4000 copy room to become a JAM room. No ETA is available yet on sink installation/construction, but it is prioritized. Facilities also delivered two new massage chairs on 3000 east Atrium Lounge, from a grant program awarded to Health & Counseling Services. We have the usual envelope issues with the building, and those are on the PlantWorx list. The north entrance, lower level to FDIC has been closed for decades, but we are exploring how to reopen that and give FDIC a proper entry. LAB, Library Ambassadors at Booth – students who work with Odwarka on library projects and communications, is transitioning to an advisory capacity to provide a student perspective and feedback. We are meeting with Pres. Gatrell and Library Unit Heads at the end of September. We are having internal conversations before we talk with him. 4 themes are included in Plan 2028 – Booth Library can contribute to all of those. We will be conducting a SOAR Analysis, which focuses on strengths, opportunities, aspirations, and results. We have delivered a strong set of goals for 2024. Keith distributed copies of the recently published Booth Library Annual Report, and invites you to ask questions, discuss. Cameron asked if there is anything specific we should take back to units. Keith is developing a new faculty brochure encapsulating in a trifold the resources that are available in the library. He asks the committee to please think about our role with AI. From the standpoint of academic integrity/plagiarism/citation/info literacy, we are seeking ways to make people information-literate. We need to understand the pedagogical - how AI fits into their course, so we can tune our instruction and reference. We need faculty to take the lead. We are interested in building the collection deliberately in ways that capture the evolution of academic and professional fields. Your bibliographer will be in touch to get your feedback on what will be helpful to have in our library.

#### **7. FDIC Partnership Grants Review Committee**

Gillespie reports that the grant cycle has started; applications are due October 15. As part of the work of this committee, we need people to review grant applications. Last year 3 people reviewed; the number of reviewers needed will depend upon the number of submissions. Gillespie requested 3 volunteers; he will reach out with information about the application process and the reviewer role is to read/score on a rubric and make decisions on who gets funded and for how much. Barry Kronenfeld, Jessica Zanton, Rachael Ryerson volunteered. Gillespie thanked the volunteers and will forward details to them.

#### **8. FDIC Professional Development Grants**

A NEW Grant is available in FDIC: \$20,000 in Faculty Professional Development Grants, capped at \$1000 ea. Please share this information with your units. These are different from Partnership Grants. The application is open to Unit A or full-time Unit B faculty. Funds can cover travel to conferences, defraying costs, courses taken for new research methodologies, new technologies, and research support for textbook authoring. Funds are administered through FDIC, and the applications are also due October 15. Gillespie

is seeking a review committee comprised of FDIC staff and constituents across campus. The addition is very exciting and can help broadly support what faculty members are doing. If people have questions, please refer them to Gillespie. The application process is simple and 3-part. Money will be disbursed to departmental funds – the ORG for the department – and then the department spends them out. A budget report is expected at end of fiscal year. Cameron commented this is a very exciting opportunity. Kronenfeld asked if funds can be used to defray costs or are they a direct payment to faculty? Gillespie responded that there has to be a documented cost. Cameron asked, if multiple people are working together, can they each apply? Gillespie responded that grants are per individual, so each one of a group can apply. Keith asked, if writing a textbook, what costs would be covered? Gillespie gave examples of research, materials, etc. There are not a lot of restrictions on access to these funds; the grants supports innovation. Funding is available for up to 20, \$1000 grants.

#### **9. Other Business**

Cameron called for more items to discuss. None were presented.

The meeting was adjourned at 4:55 p.m.

**Next meeting:** Oct. 11, 4 p.m., Witters Conference Room

*Respectfully submitted by Diane Highland, recording secretary*

**BOOTH COLLABORATIVE ADVISORY COMMITTEE**

**September 13, 2023**

**4pm – 5pm**

**Witters Conference Room  
Booth Library**

**Agenda**

1. Welcome Back!
2. Introductions and reconnections
3. Election of new chair
4. New FDIC Staff Introductions
5. New Dean of Booth Library Services Introduction
6. FDIC Director Updates
7. Dean of Booth Library Services Updates
8. FDIC Partnership Grants Review Committee
9. FDIC Professional Development Grants
10. Other

# Promoting Faculty Excellence at Eastern Illinois University

## **FDIC Mission**

The FDIC guides Eastern Illinois University faculty to develop, achieve, and excel in teaching, scholarship, and creativity through multi-modal opportunities designed to empower development, innovation, and continuous improvement in and outside of the classroom.

## **FDIC Vision**

FDIC will promote a culture of collaboration, innovation, scholarship, and student-centered teaching excellence.

## **FDIC Values**

The core values of FDIC that guide our practices are:

- Empowering faculty excellence in teaching, research, and creative activities.
- Promoting best practices benefiting faculty and student success.
- Facilitating an environment for innovation and scholarship through fellowships and grants.
- Advocating inspired use of current and emerging instructional technology to support teaching and learning.
- Fostering a culture of collegiality and collaboration through social and professional activities.
- Identifying and providing access to resources for addressing the changing environment within and outside of EIU.
- Advancing an enriched and quality educational environment to promote diversity, equity, inclusion, and accessibility.



**Dr. Michael Gillespie**

Director  
217-581-7056  
mgillespie@eiu.edu



**Keerthana Saraswathula**

Instructional Support and  
Training Specialist  
217-581-7856  
knsaraswathula@eiu.edu



**Julie Lockett**

Director of Learning Innovation  
217-581-8449  
jalockett@eiu.edu



**David Smith**

Instructional Support and  
Training Specialist  
217-581-6660  
dmsmith4@eiu.edu



**Kim Ervin**

Instructional Designer  
217-581-3716  
kservin@eiu.edu



**Elaine Yaw**

Instructional Support and  
Training Specialist  
217-581-8368  
esyaw@eiu.edu

**Contact Us**

217-581-7051  
1105 Booth Library  
fdic@eiu.edu



eiu.edu/fdic

**Instructional Support  
& Assistance System:**

fdic\_help@eiu.edu

**Workshops and Webinars**

Traditional workshops and webinars, including hybrid options, to support faculty teaching, research, and service.

**FDIP Podcast**

The official podcast of FDIC promotes teaching excellence through sharing information and actionable steps to enhance your courses.

**FDIC Fellowship**

This program funds one faculty member each semester for innovative projects to improve the understanding of teaching and learning.

**Excellence in Online Instruction**

Our suite of professional development opportunities to engage with best practices in online course development, design, and pedagogy. There are several pathways to access and complete these courses and access their resources.

**Faculty Learning Communities**

Peer-led and supported groups of faculty who collaborate on teaching and learning for specific topics including active learning, faculty reading groups, and online teaching and learning.

**Instructional Design Consultation**

Work one-on-one or in small groups to learn how to implement backward design and universal design for learning principles in your courses.

**Instructional Technology Support  
and Training**

Explore the potentials of EIU-supported instructional technologies and how to implement them in your courses.

**Partnership Grants**

This is an annual funding opportunity aimed at helping faculty to develop innovative projects partnering with others within or outside the university.

## **Selected Booth Library Goals for Academic Year 2024**

Submitted on August 30, 2023, in response to a call to the Deans Group from the Interim Provost

References are to Themes and Activities from the EIU [Plan 2028](#)

Cultivate greater senses of support, belonging, inclusiveness, and engagement by establishing the Family Hub; an annual schedule of events, exhibits, and outreach for observances, like Veterans' Day, Black History Month, and Pride Month; an advisory role for the Library Ambassadors of Booth student group; and an updated strategic communication plan. (see 1.21, 1.22, 1.23, and 3.1)

Following the model of successful collaborations with Housing, Dining, Academic Success Center, and TRIO Student Support Services, the Library will foster partnerships and strengthen our communication with the OISS, Athletics, and Student Life to offer innovative opportunities for students to grow academically and socially. (see 1.21, 1.22, 1.23, and 3.1)

Increase the dissemination and recognition of EIU scholarship by migrating SelectedWorks™ faculty profiles to Research Portal™ which will more efficiently collect, organize, and promote scholarly outputs; establishing academic department community pages in The Keep to archive faculty research and creative activity, department publications and events, student master's and honors theses, and faculty-developed Open Educational Resources (OERs); and launching an online exhibits platform to highlight and present student scholarship. (see 1.1, and 2.1)

Contribute to EIU's navigation of the artificial intelligence (AI) landscape by collecting library materials describing how various disciplines and professions are engaging with AI; developing, with the FDIC, multiple student and faculty learning opportunities focused on AI-related academic integrity issues, research methodologies, and skill development; customizing research consultations with students to align with the instructor's AI-related pedagogical approach; and addressing AI in the information literacy instruction sessions led by librarians. (see 1.11)

Create shelving capacity and streamline access to content by completing the deduplication (removal and recycling) of over 500 print journal titles that are available digitally via the Library's annual subscription to JSTOR (Journal Storage), an electronic archive of leading journals across academic disciplines.

Launch a strategic fundraising program with campus partners like Alumni Affairs and the EIU Foundation; with those and other partners, initiate visioning for the 75th anniversary of the opening of the Booth Library and the Library's role in the upcoming EIU capital campaign; and develop the University Archive's supports for alumni, campus and community events to engage participants. (see 2.31 and 4.21)

In partnership with ITS and through consultation with academic partners, determine and plan for the Library's contributions to the campus IT infrastructure landscape, particularly our role in digital preservation and archiving of campus scholarship and ephemera, and in making varieties of technology accessible to students, faculty and other stakeholders through our classrooms, computer labs, tech loaning programs, and the CSI's makery, studio, and active learning spaces and programming. (see 1.21, 1.22, and 3.42)

### **FACULTY PROFESSIONAL DEVELOPMENT GRANTS (2023-2024)**

FDIC Faculty Professional Development Grants are designed to assist an individual Unit A or full-time Unit B EIU faculty to enhance their pedagogy, scholarship, creative activity, and other professional development goals.

Proposals must address how the grant funds will allow the faculty member to develop or enrich necessary skills or competencies for their teaching, research, or creative scholarship. Grants (up to \$1,000) may be used in conjunction with other internal and external support. Successful grant applicants are required to provide a summary report with evidence of the event or project, final budget with detailed expenditures, and a review of outcomes from the proposed activity; reports will be due no later than June 30, 2024. Grant proposals will be reviewed by a committee of faculty peers selected by the Director of the FDIC.

#### **Written proposals will discuss the following criteria:**

- Connect the grant activity with professional development goals;
- Outline two to three expected learning goals from the proposed activity;
- Delineate budget expenditures to meet the purposes of the grant;
- Summarize the proposed activity and how it will develop and/or enhance the faculty member's teaching, research, or creative activity.

#### **Examples of eligible activities funded by this grant include but are not limited to:**

- Taking professional development courses (research support, mentoring programs, educator programs)
- Enhancing research skills through training or applied practice (new research methodologies, field schools)
- Seeking professional certification or licenses (expert online educator courses, interventional practices)
- Learning innovative technologies (i.e., database models, programming courses, or other innovative tools)
- Attending conferences and workshops in their field (professional conference or workshop participation)
- Textbook writing, open educational resource (OER) development, and/or curriculum development support courses

**Note:** Awards are subject to university funding and budget rules; any monies awarded for FDIC Faculty Professional Development Grants must be spent or encumbered by the end of the current fiscal year (June 30, 2024) according to university policy.

---

## **FACULTY PROFESSIONAL DEVELOPMENT GRANT APPLICATION GUIDELINES**

Please retype (11-point type) and answer each question using language as free of jargon as possible. You are required to respond to all items. Note: Your responses to items 1—3 cannot exceed three single-sided pages. (Return to [fdic@eiu.edu](mailto:fdic@eiu.edu), by Friday, October 15, 2023, 11:59 PM)

For each applicant (or partner), list:

1. Applicant Name
2. College and Department
3. Address
4. Phone
5. Email

Questions:

1. Connect the grant activity with professional development goals (250 words):
  - Provide a brief summary of the proposed activity, including its start and end dates, location, and participants
  - How will the proposed activity help you to achieve your professional development goals?
  - What specific skills or knowledge do you hope to gain from the activity?
  - How will the activity help you to become a more effective teacher, researcher, or creative artist?
2. Outline two to three expected learning goals from the proposed activity (250 words):
  - What are two or three specific things you hope to learn from the proposed activity?
  - How will these learning goals help you to achieve your professional development goals?
  - How will these learning goals benefit your teaching, research, or creative activity?
3. Delineate budget expenditures to meet the purposes of the grant (250 words):
  - Please provide a detailed budget of the proposed activity, including all anticipated expenses.
  - Be sure to justify each expense and explain how it will help you to achieve the purposes of the grant.

*Applicants must submit the Application Addendum with Account Name and Number.*

### **Fall 2023 Programming**

- Understanding & Relating to Today's College Students – Sept. 7, 2023, 3:00pm – 4:00pm**  
Facilitator: Michael Gillespie, Director of Faculty Development and Innovation  
Participants: Bobbi Kingery, Director of Career Services; Amy Odwarka, First Year Student Librarian;  
Jody Stone, Dean of Students; and Amber Webb, Program Director, Student Success Center  
Location: Center for Student Innovation (1220 Booth) and Synchronous Online Session (Zoom)
- Open Educational Resources (OER) Workgroup – Sept. 19, Oct. 17, & Nov. 14, 2023 9:00am**  
Facilitator: Lauri DeRuiter-Willems, FDIC Fellow and Associate Professor of Public Health  
Location: Sept. 19: E-Classroom (4450 Booth); CSI Active Learning Classroom (1220 Booth)
- Director's Brown Bag: The Conversations We Are Having About AI – Sept. 20, 2023, 12:30pm**  
Facilitator: Michael Gillespie, Director of Faculty Development and Innovation  
Location: Center for Student Innovation (1220 Booth)
- Best Practices for Working with International Students – September 27, 2023, 12:30pm – 1:30pm**  
Facilitator: Mutombo "Andy" Kabasele, Assistant Dean for International Education  
Location: Center for Student Innovation (1220 Booth) and Synchronous Online Session (Zoom)
- Grant Proposal Writing 101 – Oct. 5, 2023, 12:30pm – 1:30pm**  
Facilitator: Robert Chesnut, Interim Dean, Graduate School and Director of Research and Sponsored Programs  
Location: Center for Student Innovation (1220 Booth) and Synchronous Online Session (Zoom)
- Small Changes for Instructional Design – Oct. 11, 2023, 3:00pm – 4:00pm**  
Facilitator: Kim Ervin, Instructional Designer, FDIC  
Location: Center for Student Innovation (1220 Booth) and Synchronous Online Session (Zoom)
- Follow the Money to Support Your Scholarly Habit – Oct. 19, 2023, 12:30pm – 1:30pm**  
Facilitator: Robert Chesnut, Interim Dean, Graduate School and Director of Research and Sponsored Programs  
Location: Center for Student Innovation (1220 Booth) and Synchronous Online Session (Zoom)
- The Keep, Digital Commons and Your Scholarship – Oct. 26, 2023, 12:30pm – 1:30pm**  
Facilitator: Todd Bruns, Head of Scholarly Communication, Booth Library  
Location: Center for Student Innovation (1220 Booth) and Synchronous Online Session (Zoom)
- AI beyond ChatGPT: Incorporating AI in Teaching and Learning – Nov. 1, 2023, 3:00pm – 4:00pm**  
Facilitator: Kim Ervin, Instructional Designer, FDIC  
Location: Center for Student Innovation (1220 Booth) and Synchronous Online Session (Zoom)
- An Open Conversation with Harlan Cohen – Nov. 16, 2023, 9:30am – 10:30am**  
Facilitator: Michael Gillespie, Director of Faculty Development and Innovation  
Speaker: Harlan Cohen  
Location: Center for Student Innovation (1220 Booth)

### **Ongoing Opportunities**

FDIP: The Official Podcast of the FDIC

Facilitator: Kim Ervin, Instructional Designer, FDIC

Location: FDIC Website

First Year Faculty Experience

Facilitator: Michael Gillespie, Director of Faculty Development and Innovation

Location: Campus

New Faculty Meetups (Bi-weekly Mentoring Meetings)

Facilitator: Michael Gillespie, Director of Faculty Development and Innovation

Location: Zoom

### **Excellence in Online Instruction:**

Online Course Development Institute (OCDi)

Facilitator: Julie Lockett, Director of Learning Innovation, FDIC

Location: Online

Quality Online Design Institute (QODi)

Facilitator: Julie Lockett, Director of Learning Innovation, FDIC

Location: Online

Online Teaching Strategies Institute (OTSi)

Facilitator: Kim Ervin, Instructional Designer, FDIC

Location: Online

Quality Online Course Certification (QOC)

Facilitator: Julie Lockett, Director of Learning Innovation, FDIC

Location: Online

### **Upcoming:**

Faculty Learning Community – Active Learning: The New College Classroom

Facilitator: Michael Gillespie, Director of Faculty Development and Innovation

Location: Center for Student Innovation (1220 Booth)

Faculty Learning Community – Online Learning Community

Facilitators: Michael Gillespie, FDIC Director; Julie Lockett, Director of Learning Innovation, FDIC

Location: Online

Faculty Learning Community – Engaged Reading – Spring 2024

Facilitator: Michael Gillespie, Director of Faculty Development and Innovation

Location: Center for Student Innovation (1220 Booth)

Faculty Development and Innovation Center Fellowship – Spring 2024

Facilitator: Michael Gillespie, Director of Faculty Development and Innovation

### **Due Dates:**

Partnership Grant Applications: October 15, 2023

FDIC Fellowship Spring 2024 Applications: October 22, 2023



## FACULTY PROFESSIONAL DEVELOPMENT GRANT: APPLICATION ADDENDUM

By submitting this application, we agree that if awarded a Faculty Professional Development Grant, the funds will be used to support the activity specified.

We agree that if awarded a FDIC Faculty Professional Development Grant, the funds will be transferred to \_\_\_\_\_ (Operating Account Name & Number) according to university policy.

I agree to provide a summative report (at least 250 words) with evidence of the event or project, final budget with detailed expenditures, and a review of expected outcomes from the proposed activity no later than June 30, 2024.

We also understand that any monies awarded for FDIC Faculty Professional Development Grant must be spent or encumbered by the end of the current fiscal year (June 30, 2024) according to university policy.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**Important:** Only completed applications submitted by the due date will be considered. To ensure that your application is processed, please make sure that you enter the correct information.

**Delivery:** Proposal and Addendum are to be emailed to Faculty Development and Innovation Center at [fdic@eiu.edu](mailto:fdic@eiu.edu) no later than **Friday, October 15, 2023, 11:59 PM.**