

## First in the World Campus Lead Meeting Minutes

March 16, 2017

**Item I- Creating a survey for grant participants:** The article that was shared with leads was liked overall. Comments were made about limiting the number of questions to ask. The article has over 30. Consensus seemed to agree on around 12 questions for the FITW survey. Second concern was about mode of delivery: paper versus online. Pat said she would speak with the office of Institutional Effectiveness and Analytics to see what they recommend. The hope is to send out a test survey this semester and the real survey next semester. Pat would share what she learned with the other leads.

### **Item II- Summer Workshops**

- a. Flyer and registration form: Overall consensus was positive. Andy suggested two minor edits, and the other leads were to respond to Gale by Friday (3/17/17) with any other suggestions. Pat offered to print out color copies of the final version for CSULA and CPP- once they let us know how many they needed.
- b. Workshop expenses: Each campus is needs to use internal funds to pay for food. Food is not an allowable expense for the grant. For the stipends, SJSU will pay each attendee. Pat also informed the other leads that there are funds available to pay experienced “flippers” to attend the workshop. Stipend amount is the same. (\$250.00). For staffing each campus needs to source the personnel they require for the workshop. SJSU can help with relevant material purchases: pens, flash drives, etc

**Item III-Planning the next Advisory Board Meeting:** There will not be an Advisory Board Meeting in the Spring 2017 semester. Tentatively planned for September 2017.

### **Item IV- Campus Status Reports:**

- a. SJSU- Pat had nothing new to report.
- b. CPP- The on-campus FLC is having difficulty arranging a time for the group to meet. Several schedule conflicts. Robin Wilson is having success in the second semester of teaching the class in a flipped manner. The first semester was challenging for Dr. Wilson. Dr. Wilson also noted some issues with uploading videos to canvas. [Gale will get in contact with the SJSU e-Campus lead to help resolve the issue]
- c. CSULA- Jane is working with the campus to have flipping discussed at the summer meetings for new faculty. Pat liked the idea and said she would talk with the person who plans that for SJSU.

**Item V-** Pat reminded everyone about the next campus leads meeting and then ended the Webex.