



## Center for Instructional Technology Annual Report

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July 17, 2000

During the last twelve months, the CIT has added staff, created office space and a consulting room, developed new services and expanded existing ones and worked with faculty and administrators from all schools to plan instructional technology activities. In December 1999, the CIT hired its first full time staff member, Jim Bright, in the role of Academic Technology Specialist. Jim Coble, Director of Library Information Systems, began working half time for the CIT in January 2000 to support the development and implementation of academic technology tools. Randy Riddle joined the CIT as an Academic Technology Specialist in January 2000. The CIT also works closely with Samantha Earp, Foreign Language Technology Specialist for Arts and Sciences, and has benefited from having her located in the CIT area and from her active participation in CIT activities.

Detailed information about the CIT and its activities is available on its website: <http://cit.duke.edu>.

### Completed activities July 1, 1999 – June 30, 2000

#### 1. Develop faculty awareness of possible uses of IT in teaching and learning

- Organized a series of presentations which were attended by faculty from a variety of schools at Duke. Between 6 and 25 faculty, librarians and staff attended each event. The topics were:

*The National Digital Library of Education (9/24/99)*

*Adding Multimedia to your Web-based Course Materials (10/13/99)*

*Teaching Web Site Evaluation Skills to Students (11/3/99)*

*Planning and Funding an Instructional Technology Project (12/1/99)*

*Using the Internet and Web for Student Projects (4/24/00)*

*Teaching and Learning in an Interactive Computer Classroom (4/27/00)*

- Provided customized, discipline-specific workshops on uses of instructional technology for Music Department (11/2/99), Science Faculty Retreat (2/4/00) and Divinity School (2/28/00)
- Discussed CIT services at new faculty orientation (9/17/99)
- Sent email newsletters about instructional technology events and services throughout the year to faculty who signed up for CIT mailing list; advertised CIT events in *Chronicle* and *Dialogue*.
- Hosted reception to recognize and thank the faculty and staff who used instructional technology during 99-00 school year (4/25/00)
- Consulted with individual faculty throughout the year to advise on instructional technology projects
- Expanded CIT website to include information on a variety of topics related to instructional technology

## 2. Identify technology tools of broad interest to faculty and students and support their use of these tools

- Implemented CourseInfo as campus-wide course website development tool. Developed documentation; offered one-on-one consulting or training sessions in individual faculty offices in Engineering, Arts and Sciences and School of Medicine; taught general and specialized training sessions:

*Creating Course Web Sites with CourseInfo*

*Using Sound and Video with CourseInfo*

*Conducting on-line Assessment with CourseInfo*

*Sharing Information with CourseInfo*

*Supporting Group Activities with CourseInfo's Communication Tools*

*Using Foreign Language Fonts and Special Characters in CourseInfo*

*Interactive Assessment Tools as Teaching Aids*

*Demo and Discussion of Scholar.com, a new CourseInfo Feature*

- Developed web-based resource guides for tools and techniques suggested by faculty such as “Using PowerPoint Presentations in Courses” and “Sound and Video for the World Wide Web.”
- Established consulting space (Room 223a of Perkins Library) with specialized hardware and software to demonstrate tools to faculty and support CIT-funded projects
- Offered in-class technical training for students in classes involving CIT-supported projects; developed online materials that could be used by students in any course

## 3. Form partnerships with private industry, foundations, other educational institutions and the local community

- Obtained \$25,000 grant from Dell Computer to provide technical training and mentoring to student workers and project support to faculty through FAST-start program
- Completed activities for Lilly Foundation Planning grant on instructional technology for Divinity School. Worked with Divinity School faculty and staff to develop \$300,000 grant proposal to the Lilly Foundation for three-year program “Information Technology for Theological Teaching and Learning.” If this grant is awarded, the CIT will receive funding for training and evaluation activities.
- Completed year one activities for GE Fund grant to Markets and Management program (CIT receives \$30,000 over three years from total grant of \$313,000 over three years)
- Obtained donation of \$38,500 worth of hardware, software, technical publications and technical training materials from Microsoft Research; used this gift to establish a demonstration lab and specialized work area for CIT-sponsored projects
- Met with Academic Computing Directors within Ivy Plus group to share information about instructional technology initiatives (4/26/00)
- Met with instructional technology support staff at UNC-Chapel Hill and NCSU to share ideas and discuss possible collaborations
- Participated in Triangle Digital Library initiatives to plan instructional technology projects involving development and use of digital materials
- With Donna Hewitt, Duke School of Nursing, gave presentation on *Web Based Learning* at Area Health Education Center's 10th Annual Conference, Raleigh, NC, Nov. 4, 1999 (a 2 1/2 day program for medical educators and health-care managers)
- Member of MCNC Video Directors group

- Attended a variety of conferences on academic uses of technology: EDUCAUSE Conference, Asynchronous Learning Networks Conference, NCSU Distance Learning Conference, New Learning Strategies Conference, UNC Faculty Expo
4. Launch innovations in the application of IT to teaching and learning through pilot projects
- Supporting 5 faculty projects through the Dell FAST-start program
  - Completed support for 23 faculty projects through the 1999 CIT grants program
  - Revised CIT incentive grant program based on feedback from 1999 CIT grant recipients; solicited proposals and awarded funding or other types of support for 12 projects in 2000.
5. Improve planning and coordination across units responsible for technology support at Duke
- Met throughout the year with CIT Advisory Board, which includes faculty representatives from each school as well as representatives from Office of Information Technology, the Library and the Information Technology Advisory Committee
  - Member of Medical Educational Media committee in School of Medicine  
Developed proposal for joint CIT – Medical School instructional technology center
  - Member of Clinical Research Training Program’s distance education planning group
  - Member of the Advisory Committee on the Future of Information Technology in Teaching and Research
  - Member of instructional technology task force convened by John Harer and chaired by Owen Astrachan to develop report for Provost’s strategic planning efforts
  - Member of Steering Committee for Technical Training, a group established by Tallman Trask to improve coordination and planning for technical training across Duke University
  - Working with Dean Robert Thompson and others to plan technical training for students using technology in their course
  - Working with Dean Lewis Siegel and Joe Harris from the Center for Teaching, Learning and Writing to plan program for teaching graduate students to use instructional technology in their current and future academic roles
  - Working with OIT to define how academic needs influence OIT services, e.g., adding software to clusters to meet class needs; providing help desk services for CourseInfo; planning server space for course web projects
  - Participated in Arts and Sciences classroom planning group; ongoing joint planning for CourseInfo support with Arts & Sciences computing group
  - Working closely with Arts & Sciences foreign language technology specialist to plan and implement instructional technology projects with foreign language faculty

## 6. Assess instructional technology initiatives to ensure that investment in IT is focused on effective and sustainable projects

- Offered presentation and discussion on assessing instructional technology projects (9/28/99). Twenty-six faculty attended and shared ideas about defining and measuring project goals for their instructional technology projects
- Consulted on instructional technology assessment activities with individual faculty in Divinity, Nursing, Medicine and Arts & Sciences
- Developed online resource guide on Assessing Instructional Technology Projects
- Collaborated on a variety of assessment activities for GE Fund project in the Markets and Management program including faculty needs assessment around instructional technology and development of a student technology skills survey
- Collected questionnaire data on CourseInfo from faculty and students; met with key groups of faculty and technical staff to evaluate usefulness of CourseInfo. A report on the first year of CourseInfo implementation is on the web at <http://www.lib.duke.edu/cit/about/reports.html>.
- Conducted mid-year interviews with faculty who received CIT incentive grants; collected end-of-year assessment reports from those faculty. Prepared summary report with recommendations for changes.

## CIT Plans for 2000-01

### 1. Teaching with Technology events

The CIT will offer at least ten events for faculty during the 2000-01 academic year. These events may include presentations by Duke faculty or faculty from other schools; vendor presentations on new products for instructional technology, a showcase of CIT grant supported projects and/or training sessions on academic tools.

### 2. Needs analysis for instructional technology planning

CIT staff will visit departments to learn more about faculty needs and interests, will do informal surveys of faculty on the CIT mailing list (for which faculty self-register) and will gather information based on project proposals and consulting visits with faculty. CIT will prepare a summary report of faculty needs and interests as well as recommendations for responding to those needs and share that report widely.

### 3. Consultation and project support space

By Fall, 2000, the CIT will have Room 223a of Perkins Library fully operational to serve as a space to consult with faculty and to train and support student workers assisting with instructional technology projects.

### 4. Instructional technology gateway web site

The CIT web site will be revised to make it easier for faculty to find information about CIT activities, to provide easy access to tools and resources and to serve as a clearinghouse for information about existing IT support services from multiple groups on campus.

### 5. CIT Incentive Grants for 2000

CIT staff will assist faculty as they complete their projects, collect final reports from project participants, disseminate information via faculty presentations and news articles and prepare a summary report about the entire grants program at the end of the year. One major activity for the 2000-01 academic year will be developing and implementing a plan for supporting multimedia projects.

## 6. Dell FAST-start program for instructional technology projects

CIT staff will train and assist student workers in this program, meet regularly with faculty, and assess the effectiveness of this model for supporting instructional technology projects. CIT will seek continued funding for student-faculty partnership projects and explore additional opportunities that might be available, such as summer internships for student workers in the program.

## 7. Divinity School Lilly Grant for instructional technology

If this grant is funded, CIT staff will offer training sessions and conduct evaluation of instructional technology initiatives in the Divinity School during the grant period.

## 8. IT planning and coordination

CIT staff will work with a variety of groups to share information, coordinate planning and collaborate on instructional technology activities.

## 9. Academic tools support

The CIT will improve support for CourseInfo and will use comparative data about CourseInfo at other schools as a context for planning and evaluating CourseInfo use at Duke. CIT staff also will research and recommend additional academic tools in areas of high faculty interest, such as interactive testing, online surveys and streaming audio and video tools. CIT staff will offer training and consulting on selected academic tools.

## 10. Planning assistance for technology equipped classrooms

CIT staff will participate in schools' planning activities regarding classrooms (e.g., Interactive Computer Classroom committee in Arts & Sciences), will use the CIT advisory board to share ideas across schools, and will plan at least one informational event for faculty on teaching in technology-enhanced classrooms.

## 11. Planning service needs with Office of Information Technology

Drawing on information from faculty consultations, CIT grant-supported projects and input from the CIT advisory committee, the CIT will make recommendations for computing clusters, software site licenses, help desk services and other OIT support related to student and faculty computing needs

## 12. Assessment of CIT initiatives

The CIT will develop and implement assessment plans for each major CIT initiative. The CIT also will offer planning sessions for faculty on assessing instructional technology initiatives and will expand the online resource guide on assessing instructional technology projects. Assessment data will be shared with appropriate university offices and used to plan future activities.

## 13. Planning for student technical training

The CIT will work with Dean Thompson, Dean Siegel and others to recommend strategies for training undergraduate and graduate students in needed technology skills. The CIT will not offer general technical training for all students at Duke but will offer student training where needed for projects it is committed to supporting, such as the Markets and Management GE Fund project.

## 14. Support for GE Fund projects in Markets & Management

CIT will continue to support instructional technology initiatives in Markets and Management associated with the GE fund grant through spring of 2002.