# Faculty Development Subcommittee

## 2015-2016

<table>
<thead>
<tr>
<th>DATE</th>
<th>AGENDA</th>
<th>MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/8/15</td>
<td>Agenda</td>
<td>Minutes</td>
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<tr>
<td>7/6/15</td>
<td>Agenda</td>
<td>Minutes</td>
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<tr>
<td>7/22/15</td>
<td>Agenda</td>
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<td>8/12/15</td>
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<td>9/2/15</td>
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<td>9/30/15</td>
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<td>10/28/15</td>
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<td>11/18/15</td>
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<td>12/9/15</td>
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<td>1/13/16</td>
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<td>2/10/16</td>
<td>Agenda</td>
<td>Minutes</td>
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<tr>
<td>3/16/16</td>
<td>Agenda</td>
<td>Minutes</td>
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<tr>
<td>4/20/16</td>
<td>Agenda</td>
<td>Minutes</td>
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<tr>
<td>5/11/16</td>
<td>Agenda</td>
<td>Minutes</td>
</tr>
<tr>
<td>6/8/16</td>
<td>Cancelled</td>
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</table>
Faculty Development Organizational Meeting
June 8th, 2015 – 9:00 am -11:00 am
SA 3200A

Faculty Development Subcommittee Members:
Jessica Weiss, Director of Faculty Development, Co-chair
Mary Anne Brady, LECT, CBE
Andrew Carlos, LIB
Kelly Decker, LECT, CSCI
Kathy Futterman, LECT, CEAS
Julie Glass, CSCI, Co-chair
Kimiko Guthrie, LECT, CLASS
Michele Korb, CEAS
Sweety Law, CBE
Rachael Stryker, CLASS
Julie Stein, APGS
Jodi Servatius, APGS
Roger Wen, Online campus
Dianne Woods, VPAA
Eileen Barrett, Ex Officio
Jason Singley, Ex Officio

Charge of Faculty Development Subcommittee: The mission of the Faculty Development Committee is to collaborate with all areas of faculty support to assist faculty as they develop innovative pedagogy and transform curriculum.

- Help organize workshops and training on high impact practices that address needs of our diverse students;
- Highlight best practices for teaching general education and for infusing institutional learning outcomes throughout the curriculum;
- Develop a faculty learning community for faculty who are interested in incorporating semester conversion as a case study or project;
- Help departments and programs arrange sessions and speakers on curriculum development and mapping;
- Assist the Director of Faculty Development with PEIL proposals and grants relevant to Semester Conversion;
- Assist with focusing Back to the Bay on issues and topics relevant to semester conversion.

9:00 a.m. – Welcome, Introductions
9:15 a.m.

9:15 a.m. – Review of Charge
9:45 a.m.

9:45 a.m. – Planning for Summer and Fall
10:15 a.m.

10:15 a.m. – Introduction to Campus Fit Gap
10:35 p.m.

10:35 a.m. – General Discussion
11:00 a.m.

11:00 a.m. Adjournment
### Faculty Development Organizational Meeting

**July 6, 2015 – 10:00 am -12:00 pm**

**SA 2200A**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>10:00 a.m.</td>
<td>Subcommittee reintroductions</td>
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<tr>
<td>10:10 a.m.</td>
<td>Subcommittee compensation process</td>
</tr>
<tr>
<td>10:20 a.m.</td>
<td><strong>A)</strong> Report on: Tools for Semester Transformation, PLOs, Curriculum Mapping on June 18, 25. Repeat is scheduled for July 24th</td>
</tr>
<tr>
<td>10:20 a.m.</td>
<td><strong>B)</strong> Review Supporting Documents</td>
</tr>
<tr>
<td>10:35 a.m.</td>
<td>- Tools for Semester Transformation feedback summary</td>
</tr>
<tr>
<td>10:35 a.m.</td>
<td>- Tools for Semester Transformation PPT</td>
</tr>
<tr>
<td>10:35 a.m.</td>
<td>- Latest Semester Conversion Guide</td>
</tr>
<tr>
<td>10:35 a.m.</td>
<td><strong>A)</strong> Prioritizing future workshops plus scheduling and assigning presenters</td>
</tr>
<tr>
<td>11:35 a.m.</td>
<td><strong>B)</strong> Review Supporting Document</td>
</tr>
<tr>
<td>11:35 a.m.</td>
<td>- List of workshop possibilities</td>
</tr>
<tr>
<td>11:35 a.m.</td>
<td><strong>A)</strong> Additional work for the Subcommittee (for AY)</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td><strong>B)</strong> Create a syllabus template for approval by CIC/FAC. Key questions below.</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>- Can this be integrated into Bb with dates/ days in advance for each semester?</td>
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<tr>
<td>12:00 p.m.</td>
<td>- What content is being pushed to Bb shells and in what folders?</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>- Course identification symbols (especially for GE and Overlays)</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td><strong>C)</strong> Attend /support departmental work. Key questions below.</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>- What expertise do we have among committee members?</td>
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<tr>
<td>12:00 p.m.</td>
<td>- What are you willing/ able to support?</td>
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<tr>
<td>12:00 p.m.</td>
<td><strong>D)</strong> Suggest potential area of coalescence for curricular and institutional information.</td>
</tr>
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</table>

12:00 p.m. Adjournment
10:00 a.m. – Report from chairs Glass and Barrett
10:10 a.m. – Update about summer workshops:
Report on yesterday’s High Impact Practices for GE Workshop (July 21, 10-12)
Report on scheduled workshops:
Graduate Program Transformation: Nuts and Bolts and More (Woods, Wiley, Barrett) Thursday, August 6\(^{th}\) (repeat the week of Oct. 5\(^{th}\))
Developing Transformed Syllabi (Stein, Glass, Korb) Tuesday, August 18\(^{th}\), 10-12 (repeat on October 13\(^{th}\))
10:20 a.m. – Report about Back to the Bay from Weiss
10:35 a.m. – Presentation of the Diversity and Social Justice website, Rose Wong
Discussion of and Action Plan for the Institutional Learning Outcomes Idea Book
11:35 a.m. – A) Discussion of the Syllabus Template and report from the syllabus subcommittee
B) Action Plan for Fall quarter workshops and consultations
12:00 p.m. Adjournment
## FACULTY DEVELOPMENT SUBCOMMITTEE MEETING
### AGENDA
August 12 -- 10:00am to 12 pm

SA 4600A

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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</thead>
<tbody>
<tr>
<td>10am-10:10</td>
<td>Report from Committee Chairs ➢ Scope of our workshops</td>
</tr>
<tr>
<td>10:10-10:30</td>
<td>Report from Director of Faculty Development ➢ Back to the Bay and Semester Conversion ➢ AY 15-16 Faculty Learning Communities and Semester Conversion</td>
</tr>
<tr>
<td>10:30-10:45</td>
<td>Reports from Committee Members</td>
</tr>
<tr>
<td>10:45-11</td>
<td>Discussion of template for syllabus and workshop on August 18th</td>
</tr>
<tr>
<td>11-11:20</td>
<td>Review of changes to the Semester Conversion website</td>
</tr>
<tr>
<td>11:20-11:50</td>
<td>Discussion of Fall workshops and Idea book</td>
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</tbody>
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## FACULTY DEVELOPMENT SUBCOMMITTEE MEETING
### AGENDA
September 2, 2015
10:00am to 11:30 am
SA 4600A

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
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</thead>
</table>
| 10am-  | • Report from Committee Chairs  
| 10:10  | • Stipends and Draft Quarterly Report                                       |
| 10:10- | • Report from Membership                                                    |
| 10:30- | • Transformed Syllabus workshop                                             |
| 10:40- | • Upcoming important dates  
| 10:40  | • BTTB and Fall Workshop Schedule                                           |
| 10:50- | • Review Syllabus template                                                  |
| 11:15- | • Sarah Aubert from APGS                                                    |
| 11:30  | • Adjournment                                                               |
# FACULTY DEVELOPMENT SUBCOMMITTEE MEETING

## AGENDA

**September 30, 2015**  
10:00am to 11:30 am  
SA 4350

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Items</th>
</tr>
</thead>
</table>
| 10am-  | • Report from Committee Chairs  
| 10:10  | • AY15-16 Compensation                                                      |
| 10:10- | • Report from Membership                                                   |
| 10:30  | • Upcoming important dates  
<p>| 10:40  | • and Fall Workshop Schedule                                               |
| 10:40- | • Faculty Development FLCs and High Impact Practice Certificate            |
| 10:50- | • Plans for Future Workshops                                               |
| 11:15  | • Transformed Syllabus and Curriculum Review                               |
| 11:30  | • Adjournment                                                              |</p>
<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>10am-10:10</td>
<td>• Report from Committee Chairs</td>
</tr>
<tr>
<td>10:10-10:30</td>
<td>• Report from Membership</td>
</tr>
<tr>
<td>10:30-10:45</td>
<td>• Report on Workshops: Julie Stein</td>
</tr>
<tr>
<td>10:45-11:15</td>
<td>• Outreach to programs and department faculty: workshops, drop-in sessions, department meetings, and other means of reaching faculty.</td>
</tr>
<tr>
<td>11:15-11:30</td>
<td>• Curriculum issues: units and general education</td>
</tr>
<tr>
<td>11:30-12:00</td>
<td>• Lecturers and Semester Conversion</td>
</tr>
<tr>
<td>12:00</td>
<td>• Adjournment</td>
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**FACULTY DEVELOPMENT SUBCOMMITTEE MEETING**

**AGENDA**

December 9, 2015

10:00 am to 12 pm

SA 1400

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>10 am-10:05 am</td>
<td>• Report from Committee Co-Chairs</td>
</tr>
<tr>
<td>10:05 am-10:15 am</td>
<td>• Report from Membership</td>
</tr>
<tr>
<td>10:15 am-11:00 am</td>
<td>• Curriculog Update</td>
</tr>
<tr>
<td>11:00 am-11:45 am</td>
<td>• Idea Book Brainstorm</td>
</tr>
<tr>
<td>11:45 am-12:00 pm</td>
<td>• General Discussion</td>
</tr>
<tr>
<td>12:00 pm</td>
<td>• Adjournment</td>
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FACULTY DEVELOPMENT SUBCOMMITTEE MEETING
AGENDA
January 13, 2016
10:00 am to 12 pm
SA 3200A

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
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<tbody>
<tr>
<td>10 am-10:05 am</td>
<td>Report from Committee Co-Chairs</td>
</tr>
<tr>
<td>10:05 am - 10:15 am</td>
<td>Introductions of the new lecturers</td>
</tr>
<tr>
<td>10:15 am – 11:00 am</td>
<td>Curriculog Update</td>
</tr>
<tr>
<td>11:00 am - 11:45 am</td>
<td>Idea Book</td>
</tr>
<tr>
<td>11:45 am - 12:00 pm</td>
<td>General Discussion</td>
</tr>
<tr>
<td>12:00 pm</td>
<td>Adjournment</td>
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</tbody>
</table>
# FACULTY DEVELOPMENT SUBCOMMITTEE MEETING

**AGENDA**

February 10, 2016  
10:00 am to 12 pm  
SA 3200A

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
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</thead>
</table>
| 10 am - 10:05 am | • Report from Committee Co-Chairs  
                      Forms for stipends                                                   |
| 10:05 am - 10:15 am | • Updates/reports from Committee Members                                  |
| 10:15 am - 11:00 am | • Idea Book / reports on our research                                     |
| 11:00 am - 11:45 am | • Workshop ideas/proposals for Winter, Spring, Summer:  
                          1. GE and how it will work;  
                          2. high impact strategies/community engagement on semesters  
                          3. FLCs for semesters                                          |
| 11:45 am - 12:00 pm | • General Discussion  
                      Reviewing our areas of expertise                                        |
| 12:00 pm       | • Adjournment                                                               |

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*Office of Semester Conversion*

25800 Carlos Bee Boulevard, Hayward, California 94542  
www20.csueastbay.edu/oaa/Semester
### FACULTY DEVELOPMENT SUBCOMMITTEE MEETING

**AGENDA**  
March 16, 2016  
10:00 am to 12 pm  
SA 3200A

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Items</th>
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</thead>
</table>
| 10 am - 10:05 am | • Report from Committee Co-Chairs  
Forms for stipends                                |
| 10:05 am - 10:15 am | • Updates/reports from Committee Members                                      |
| 10:15 am - 11:00 am | • Idea Book / reports on our research                                      |
| 11:00 am - 11:45 am | • Workshop ideas/proposals for Winter, Spring, Summer:  
1. GE and how it will work;  
2. high impact strategies/community engagement on semesters  
3. FLCs for semesters |
| 11:45 am - 12:00 pm | • General Discussion  
Reviewing our areas of expertise  |
<p>| 12:00 pm | • Adjournment |</p>
<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 am - 10:15 am</td>
<td>• Reports and Forecasts from Committee Co-Chairs</td>
</tr>
<tr>
<td>10:15 am - 10:45 am</td>
<td>• Julie Stein Presentation to WASC</td>
</tr>
<tr>
<td>10:45 am – 11:15 am</td>
<td>• Idea Book Presentations</td>
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<tr>
<td></td>
<td>o Mary D’Alleva and Kelly Decker with help from Jillian Buckholz:</td>
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<td></td>
<td>Sustainability ILO</td>
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<td>o Eileen Barrett, Sweety Law, and Rachel Stryker:</td>
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<tr>
<td></td>
<td>Communication ILO</td>
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<tr>
<td>11:15 am - 12:00 pm</td>
<td>• Plans for next year – workshops and outreach</td>
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</table>
# FACULTY DEVELOPMENT SUBCOMMITTEE MEETING

**AGENDA**

May 10, 2016
10:00 am to 12 pm
SA 3200A

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
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<tbody>
<tr>
<td>10 am - 10:15 am</td>
<td>• Reports from Committee Co-Chairs</td>
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<tr>
<td>10:15 am - 10:30 am</td>
<td>• Reports from Members</td>
</tr>
<tr>
<td>10:45 am – 11:15 am</td>
<td>• Idea Book Presentations</td>
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<td></td>
<td>o Julie Glass and Michele Korb: Collaboration;</td>
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<td></td>
<td>Eileen Barrett, Sweety Law, and Rachel Stryker:</td>
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<td></td>
<td>o Communication ILO</td>
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<td></td>
<td>Break-out Sessions</td>
</tr>
<tr>
<td>11:15 am - 12:00 pm</td>
<td>• Plans for next year – workshops and outreach</td>
</tr>
</tbody>
</table>
Meeting Notes – June 8, 2015 9-11 AM SA 2250A
Faculty Development Subcommittee of Semester Conversion

| PRESENT | Eileen Barrett, Andrew Carols, Kelly Decker, Julie Glass, Kimiko Guthrie, Jason Singley, Julie Stein, Rachel Stryker, Jessica Weiss, |
| ABSENT | Mary Anne Brady, Kathy Futterman, Michele Korb, Sweety Law, Jodi Servatius, Roger Wen, Dianne Woods |
| GUESTS | |

AGENDA

AGENDA ITEM

1. Introductions
   First organizational meeting.

2. Review of Charge
   The mission of the Faculty Development Committee is to collaborate with all areas of faculty support to assist faculty as they develop innovative pedagogy and transform curriculum.
   • Help organize workshops and training on high impact practices that address needs of our diverse students;
   • Highlight best practices for teaching general education and for infusing institutional learning outcomes throughout the curriculum;
   • Develop a faculty learning community for faculty who are interested in incorporating semester conversion as a case study or project;
   • Help departments and programs arrange sessions and speakers on curriculum development and mapping;
   • Assist the Director of Faculty Development with PEIL proposals and grants relevant to Semester Conversion;
   • Assist with focusing Back to the Bay on issues and topics relevant to semester conversion.

3. Planning for Summer and Fall
   After much thoughtful conversation about our ongoing and future plans for faculty development and about how to be inclusive of all faculty, the committee agreed to this action plan:
   1) Wrapping in existing opportunities within Faculty Development. On this we will create a "curated" list of such opportunities that includes how they can be leveraged for semester conversion work. In particular, online teaching and learning programs, HIP workshops, the FIRs/FLCs, etc.
   2) Offering a "train the trainer" workshop that will also be a jumping off point for additional workshops and/or materials to be shared with department leaders for conversion/transformation. We scheduled this two-part Tools for Semester Transformation: PLOs, Curriculum Mapping, and More workshop for Thursday, June 18th. 10-12 and 12:30-3:30 in LI3167. We will develop a description (Julie Stein and Jessica Weiss), and distribute through the semester conversion email as well as usual Faculty Development methods.
   3) Participation in Back To The Bay. Showcasing some programs' progress and providing support/information for those at various stages of planning and development.
   4) Some general information about the proposals for conversion. Jason and Eileen will do some analysis looking for common themes and needs, and they will identify times when faculty will be working in the summer.
   5) Development of programs/workshops/support for various audiences involved in curriculum transformation (individual faculty, department chairs, etc.)
   6) Supporting APGS as they continue to build upon their Semester Conversion Guide.
7) How can we best communicate existing and new opportunities for development to both tenure-track faculty and lecturers?  
8) Role of the committee...perhaps as consultants at summer retreats and/or presenting Faculty Development workshops.

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<tr>
<th>4. Calendaring</th>
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<tr>
<td></td>
<td>• Future summer meetings to happen Wednesday at 10am, subcommittee will meet once a month.</td>
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<tr>
<th>5. Subcommittee Charges</th>
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<tbody>
<tr>
<td></td>
<td>None</td>
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<tr>
<th>6. Communication/Announcements</th>
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<tbody>
<tr>
<td></td>
<td>None</td>
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<tr>
<th>7. Adjournment</th>
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<tbody>
<tr>
<td>Meeting adjourned</td>
<td>Meeting adjourned by Glass and Weiss at 11:01 AM.</td>
</tr>
</tbody>
</table>
Meeting Notes – July 6, 2015 10-12 PM SA 2200A  
Faculty Development Subcommittee of Semester Conversion

PRESENT  
Eileen Barrett, Mary Anne Brady, Andrew Carlos, Julie Glass, Michele Korb, Sweety Law, Jodi Servatius, Julie Stein, Rachel Stryker, Jessica Weiss, Roger Wen, Dianne Woods

ABSENT  
Kelly Decker, Kathy Futterman, Kimiko Guthrie, Jason Singley,

GUESTS  
Jillian Buckholz

AGENDA  
No Changes. Motion to accept agenda, vote approved. M/S/P

MINUTES  
No Changes vote approved. M/S/P

AGENDA ITEM

1. Re-Introductions

2. Subcommittee Compensation Process
   - Compensation form was handed out to faculty on the committee. Those who were not present will receive the compensation form at the next meeting they are able to attend. Amanda will collect the forms for Eileen.

   - Feedback from Faculty
     Julie Stein reported on the feedback we received and that she compiled that on the two-hour APGS workshop on June 18th. We plan to offer the same workshop on July 24th. The attendance was excellent—with about 60 attendees. As Jodi said, the climate was quite positive and the energy is exceptionally high. There was a good focus on students and what we all could do for them. Julie Glass note the sense of community—the questions and frustrations were voiced with hope; faculty share a commitment to our Institutional Learning Outcomes. We all agreed that APGS has done great work on creating the forms and preparing the workshop.
   - All the materials and tools have been updated to the Semester Conversion website. In particular, the latest version of the Semester Conversion Guide (dated July 6th) is now available online. This new version contains the complete “checklist” and other improvements over the June 15th version.
   - Committee review of supporting documents of the Tools for Conversion Workshop.
     - Feedback summary
     - Latest Conversion guide

4. Future Workshops and Scheduling
   - Ideas for Future Workshops and Resources Discussion
     - Directors of Diversity, Sustainability and Community Engagement are available as consultants to help programs enrich curriculum.
     - Diversity, Sustainability and Community Engagement could offer workshops for course level and/or program level transformation.
     - An Idea Book for faculty organized around our Institutional Learning Outcomes. This could structure and curate the information that we have already begun to create. We also all liked the idea of workshops around ILOs.
     - Workshops could be developed around the ILOs (using the developed description of them) and HIP (refined). Each workshop (and “idea book” described below) would include syllabus development, assignment examples, Rubrics,
Assessment Language and nuts and bolts.

**Workshops Scheduled or Planned**

- **Repeat of Tools for Conversion Workshop**
  - July 24\(^{th}\), 10 – 12 presentation, 12 – 2 “Office Hours”
  - A repeat of the presentation will be featured at Back to the Bay for those who cannot attend the summer workshops

- **ILO Panel Workshop** (Glass, Barrett to develop panel, to include Woods, D’Alleva, Buckholz). Date TBD.

- **High Impact Practices for General Education**
  - Glass to Contact Sally Murphy and Nancy Thompson to schedule
  - Possible dates:
    1) July 20\(^{th}\)
    2) July 21\(^{st}\)
  - Tentative repeat in October with Glass.

- **Graduate Program Nuts and Bolts**
  - Barrett and Woods to coordinate and include Wiley
  - Possible times
    1) The week of August 3\(^{rd}\)
    2) The week of October 5\(^{th}\)

- **Developing Transformed Syllabi** (Stein, Glass, Korb)
  - August 18\(^{th}\), 10 – 12 presentation, 12 – 2 “Office Hours”
  - Tentative repeat to be held October 13\(^{th}\)

5. **Additional Work for the Subcommittee (for the Academic Year)**

- Creation of a subcommittee on syllabus policy
  - Membership: Barrett, Carlos, Glass, Law, Stein, Wen

- Support for Departments: Barrett and Glass will develop a list of topics for Consultation. The list of topics will be circulated to Subcommittee members to self-identify as “experts” or “apprentices” for providing consultations. The list of expert consultants will be circulated with “train the trainers” opportunities for apprentices.

- Fac Dev Subcommittee could create an Idea Book that would be available for faculty. The “idea book” could be organized around ILOs. This might include development of PLOs, SLOs, useful pedagogies, assessment and other resources. This might include annotated/curated links to resources and an opportunity for faculty to “submit” resources for inclusion.

- There will also be training of ‘Apprentice Experts’ that will provide support to the Experts.

6. **Communication/Announcements**

- There is a separate committee for Advising, chaired by Linda Dobb.

- Integration of a Graphic Syllabus component is possible for the Syllabus Transformation workshop as well as to provide ideas for syllabus policy.

- **The next committee meeting will be on July 22\(^{nd}\), 10 – 12.**

- There was an error in the date for the Certificate HIP workshop on Sustainability/Global Learning. This workshop will occur on April 15\(^{th}\), 2016.

7. **Adjournment**

Meeting adjourned

Meeting adjourned by Glass at 11:56 AM.
# Meeting Notes – July 22, 2015 10 AM-12 PM SA 2200A
Faculty Development Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Eileen Barrett, Mary Anne Brady, Julie Glass, Kimiko Guthrie, Michele Korb, Sweety Law, Jodi Servatius, Julie Stein, Jessica Weiss, Roger Wen</th>
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<tr>
<td>ABSENT</td>
<td>Andrew Carols, Kelly Decker, Kathy Futterman, Jason Singley, Rachel Stryker, Dianne Woods</td>
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## AGENDA ITEM

### 1. Report from the Co-Chairs
- Barrett: 
- Glass:

### 2. Update about Summer workshops
- High Impact Practices:
  - Sally Murphy and Nancy Thompson presented
  - 15 attendees
  - The handouts that were distributed showed faculty the demographics of East Bay students
  - Barrett would like to find ways to get more faculty to attend workshops
  - Action Item: Amanda to send materials out to committee members and have them posted on the Semester Conversion website.
- The committee would like to add a header on the Semester conversion website that says ‘faculty workshop resources’
- Action Item: Barrett and Glass to talk with Lindsay McCrea about re-organizing the Semester Conversion website.
- Stein raised and important issue that there was no assessment after High Impact Practices workshop.
  - Committee decided it is a good idea to always get feedback after the workshops
  - Amanda to track new workshops and ideas from faculty.
- Barrett reminds committee to continue to publicize workshops to faculty.
- Action Item: On Monday July 30th the Semester Conversion office will send out an email reminder of the last two workshops.
- Action Item: Barrett and Glass to work with Lindsay McCrea about the messages of the reminder emails to provide consistent language.

### 3. Back to the Bay
- There will be 3 workshops on Semester Conversion
  - Tools for Conversion will be covered once more. It will also be announced at the chairs meeting.
  - Julie Stein is scheduled to present on course conversion
  - Weiss is waiting to hear from the Semester Conversion Steering Committee about approval of 2 to 3 departments that would want to share their conversion plans.
- Glass: Concerned over any workshops on helping faculty and lectures with teaching cluster course.
  - Action Item: Weiss will reach out to Sally Murphy and Nancy Thompson in regards to any materials they have.
- Guthrie and Nancy Thompson to put on a possible brown bag to help incoming faculty and lectures with cluster courses.

  Weiss will double check if the Semester Conversion Directors’ are scheduled for Back to the Bay, and hopes to send out the schedule by August 1st.

  Action Item: Barrett to have the workshop announcement include a reminder about Back to the Bay.

  Possible Semester Conversion table at Back to the Bay.

4. Discussion of Syllabus Template

  - Course outline is all the required information for satisfying the deliverables requirement.
  - Could add ‘Fink’ resource to outline to give faculty a table that maybe useful.
  - The committee agreed not to put parameters on how detailed and specific faculty are when filling out the form. Committee is not the Senate and this form is intended for a helpful resource for faculty.
  - There should be general understanding of the evidence of transformation.
  - Discussion points:
    - What are course activities and assignments
    - What constitutes ‘key activities’ and how do they relate to course learning outcomes
    - Committee doesn’t want to box in departments by making them feel they have to use only the examples on the form.
    - There could be a hyperlink to the AAC&U page for clarification
    - Are the approaches and activities listed on the form relating to the diversity of the students
  - A draft of the form will be used at the Transformed Syllabi Workshop until the committee decides on a finalized version.
    - The form will also be a part of the faculty feedback from that workshop
    - Action Item: Barrett will present to the Conversion Directors.

5. Other Discussion

  Guthrie asked if there are any workshops for students, and some students are concern about delayed graduation.

  Glass notes that students need to know that in order to not delay graduation they need to take five classes a semester.

6. Communication and Announcements

  Next Meeting will be held August 12th from 10 am to 12 pm in SA 4600A

7. Adjournment

  Meeting adjourned by Barrett at 12:31 PM.
Meeting Notes – August 12, 2015 10-12 AM SA 4600A
Faculty Development Subcommittee of Semester Conversion

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<tr>
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**AGENDA ITEM**

1. **Report from Committee Chairs**

   (Glass)
   - Scope of and audience for workshops
     Staff are welcome to come to workshops but the topics covered and presentation of the material are designed for faculty.
   - Should workshops be held on the Concord campus?
   - Concord faculty are welcome to come to the main campus for workshops. If there is a need for a workshop to be held at Concord then one can be scheduled.
   - The books that were purchased by the provost will be distributed to faculty at Back to the Bay. At registration when faculty receive their badges they can also receive the books. Dr. Woods would be willing to take some of the books with her to the Concord Campus for faculty who may want them.
   - Feedback on the repeat of the Tools for Conversion Workshop
     - Overall positive and faculty were appreciative of the information given.
     - There could be more interaction between presenters and faculty.
     - On the feedback forms, there were fewer needs improvement critiques.
   - Feedback on Graduate Nuts and Bolts Workshop
     - Faculty wanted more space for questions and interaction.
     - People did not stay for the hands-on portion of the workshop.
     - Action Item: have McCrea post the materials on the conversion website.
     - Only two feedback forms were filled out after this workshop. It is important to get faculty feedback in order to keep improving the workshops.
     - It could be useful to have a workshop for the hard science and topics of Diversity.

2. **Back to the Bay**

   - Topics to be covered
     - Semester Conversion question and answers
     - Tools for Transformation part 1 and 2
     - Department Chair panel (still pending)
     - Curriculog
   - Discussion on the need for faculty learning communities. Would the FLC do something different than what the committee is doing? There is a possibility for publications and a space for scholarly work (journaling) for transformation. An FLC could be made that would cover the topic of leading institutional change.
   - Action Item: Barrett, Glass and Weiss to discuss the need for an FLC.
### 3. Report from committee members

(Brady)
- Attended the Long Term Futures Thinking in Education Project Conference.
- Highlights of the conference:
  - It is difficult to change the culture of a workplace
  - It is important to make sure there is a time frame and people are aware of the deliverables.
  - The workplace needs to be open to uncertainty
  - Classrooms need to be interactive with students.

(Stein)
- Attended the Assessment Leadership Academy
- Highlights of the conference:
  - Change was also brought up in the conference.
  - Focused on what is needed right now as well as in the future.

(Woods)
- Presented the High Impact Practices Certificate Program Poster for committee feedback
- Discussion around Diversity and how it is going to be integrated into transformation
- Certificate is geared to newer faculty
- Would like to have a speaker from Stanford that focuses on Diversity in the STEM fields.

(Glass)
- It would be nice to have a page of internal grants and what projects are being funded now.
- The page would summarize reports of the current projects
- Action Item: Roger Wen to ask Linda Dobb about making this web page for faculty.

### 4. Discussion of Syllabus Template

- Glass, Stein and Korb will meet to review materials for Transformed Syllabus Workshop
- The template that’s been created looks at outcomes, pedagogy, assignments and assessments.
- The workshop will consist of two exercises for faculty.

### 5. Review Changes for Semester Conversion Website

- Action Item: McCrea to check with Tamera Donnelly as to why there are two different pages with forms linked.
- Action Item: McCrea to add live links to the forms listed on the faculty page.
- Action Item: McCrea to move workshop links to under resources.
- Action Item: McCrea to change policies to say policies and documents
- Action Item: McCrea to add the year to the workshop dates
- Action Item: McCrea to make workshop archive by quarter.
- Possible end of quarter workshop report. It will include:
  - Number of workshop
  - Number of attendees
  - Title
  - Themes
  - And feedback

### 6. Discussion of Fall workshops and Idea Book

- Postpone the Idea Book
- Would like to have a repeat of the Syllabus Workshop again
- Committee to review all feedback from summer workshops

### 7. Communication/Announcements

- Next meeting will be September 2nd from 10 am to 12 pm in SA 4600A

### 8. Adjournment

Meeting adjourned 11:55 am
Meeting Notes – September 2, 2015 10-11:30 AM SA 4600A
Faculty Development Subcommittee of Semester Conversion

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<tr>
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**AGENDA ITEM**

1. **Report from Committee Chairs**

   **Julie Glass Report:**
   - Stipends for summer are $500 dollars. Committee members need to claim two days they worked for the committee in order to receive payment. Some possible dates that can be used are committee meetings and workshop dates.
   - Once the dates have been picked please email them to Jason Singley

2. **Report from Membership**

   - Sweety Law: No report
   - Jodi Servatius: No report
   - Julie Stein: will be visiting Cal Poly Pomona on Sept 29th as part of the WASC Leadership Academy. While there she will meet with their director of Semester conversion and the person responsible for forms and assessments.
   - Andrew Carlos: No report
   - Lindsay McCrea: has already signed her summer stipend form. Audrey Katzman has the forms in her office available for faculty.
   - Jason Singley: No report
   - Michele Korb: No report
   - Roger Wen: No report
   - Mary Anne Brady: has been in contact with Generation Citizen. This organization started on the East Coast and has now moved to the West Coast. The organization specializes in Service Learning projects in Universities. Mary Anne has reached out to Mary D’Alleva in community engagement with contact information for this organization. Mary D’Alleva will invite the Director of Generation Citizen to the Service Learning presentation at Back to the Bay.
   - There was also some discussion on a student involved learning community that can provide aid to the Semester Conversion project.

3. **Transformed Syllabus workshop**

   - The summary of the feedback forms was passed around for the committee to see.
   - Positive feedback of the workshop. Some departments wanted the presenters to follow up with them which Julie Glass will do.

4. **Important Dates, BTTB and Fall workshops**

   - The fall workshop dates are still tentative until Donna Wiley and Eileen Barrett return.
   - The committee will continue to use the Semester Conversion evaluation form for the presentations at Back to the Bay.

   Report from Sarah Aubert on the forms workshops
   - The purpose of the workshops is to cut down faculty confusion
and to provide support for faculty.
- Sarah is working on possible drop in dates faculty can attend to get more support if need be.
- The focus is on the graduate programs because their due dates are coming up first.
- Hopefully Curriculog will be up and running by the end of Fall quarter. There could be a workshop for faculty on how curriculog can be used as a collaborative tool for faculty.
- Tamra Donnelly has a presentation of curriculog at Back to the Bay and the committee can reach out to her for possible collaboration.
- Discussion on adding form links to the semester conversion website.
- Sarah handed out a list of dates and times for forms completion support. Once the committee looks over the dates, if there are any conflicting times to please let her know.

5. Review Syllabus template

- Once the template is approved it can be uploaded to the conversion website as a resource for faculty.
- Discussion centered on adding a coversheet with additional information in regards to terminology. If the cover sheet is not an addition to the template maybe a link can be made on the APGS webpage where the additional information can be stored.
- The purpose of the template is for it to be added to the new course request form as proof of transformation and also as a way to instruct new faculty for teaching the course. Also the form is used to get faculty to think creatively about transformation.
- Motion to approve the template.
  - All in favor of the template.
- Action Item: Julie Glass to send the template to Sarah Aubert so that it can be added to the APGS Website.
- Action Item: Lindsay McCrea to send out announcement about the completion of template.

7. Communication/Announcements

- Next meeting will be September 30th from 10 am to 12 pm in SA 4350

8. Adjournment

Meeting adjourned 11:51 am
Meeting Notes – September 30, 2015 10-12 PM SA 4350
Faculty Development Subcommittee of Semester Conversion

PRESENT
Eileen Barrett, Andrew Carlos, Kelly Decker, Sweety Law, Jodi Servatius, Julie Stein, Rachael Stryker, Jessica Weiss

ABSENT
Eileen Barrett, Andrew Carlos, Kelly Decker, Sweety Law, Jodi Servatius, Julie Stein, Rachael Stryker, Jessica Weiss

GUESTS
Sarah Aubert, Philip Cole-Regis, Lindsay McCrea, Donna Wiley

AGENDA
No Changes, Motion to accept agenda, vote approved. M/S/P

MINUTES
No Changes vote approved. M/S/P

AGENDA ITEM
1. Report from Committee Chairs

• Successful summer workshops; more than 200 faculty attended four workshops. We reviewed the schedule for upcoming workshops and encouraged committee members to inform their departments and colleges about these workshops.
• Eileen explained stipends and assigned time for the academic year 15-16.
• Julie mentioned how helpful she found the class inventory information provided by Sarah Aubert. We agreed that Julie would work with Lindsay to inform other chairs about how this inventory will help with filling out the required forms.

2. Report from Membership

• Jodi Servatius reported that revisions to the detailed syllabus have addressed the concerns of Dean Agrawal. Sweety Law reported that faculty within her program of CBE found the template helpful. Kelly Decker mentioned how impressed she was by all the work we had accomplished during the summer.
• Donna Wiley reported that APGS will have its last consultation on Curriculog October 28th. She expects the training to begin at the end of fall quarter and continue throughout January for Curriculog. As Donna said, “APGS will be curriculog training all the time.” Optimistic that Curriculog will go live in winter quarter.
• Donna also mentioned concerns with the course numbering document that was approved. Course components will be allowed under semesters. Donna will put an asterisk or make a revision to the new course request form to let people know about this important change.
• Julie Stein reported about her meetings with Cal Poly Pomona, working on a WASC assessment project. Julie met with Associate Provost Claudia Pinter-Lucke, Lina Neto, CPP director of semester conversion, and others working on the CPP semester conversion. The full day of meetings focused on curriculum design and assessment for semester conversion. Julie S. took detailed notes from her meetings that she has shared with Eileen. CPP is now looking at program learning outcomes, and planning faculty development workshops. They have a degree audit; we do not.
• Lindsay reported on the website development, and promised to post the deadlines for the submission of curricular materials in a prominent place on the website. There is also helpful information, which she regularly updates, about the upcoming workshops.
She mentioned the student who had contacted Eileen about making a film about semester conversion. The consensus was that this student should be invited to the next workshop on Developing Transformed Syllabi as the place where the student filmmaker could come and see energetic faculty at workshops. Amanda did a summer quarterly report.

- Lindsay reported that ASI is forming a semester conversion subcommittee. Members discussed whether or not people should be able to submit questions. Jodi mentioned the concerns that student athletes have expressed. Jessica suggested the language be, “Submit your questions here.”

- Rachael Stryker raised important concerns about how lecturers will be affected by semester conversion. Eileen will share these concerns with the semester conversion sponsors. We should return to this topic as we gather more information.

### 3. Faculty Development FLCs and High Impact Practice Certificate

- Jessica Weiss will send calls for FLCs and FIRs on semester conversion project based learning; the high impact practices certificate is five of the high impact practices. We recommended linking these workshops to the semester conversion website. How can we leverage the opportunities in faculty development and semester conversion? No need to attend all the workshops. Diversity workshop will be repeated.

### 4. Plans for Future workshops

- Good discussion about how the syllabus for transformed curriculum will be reviewed.

### 8. Adjournment

Meeting adjourned 12 pm
Meeting Notes – October 28, 2015 10-12 PM SA 4600A
Faculty Development Subcommittee of Semester Conversion

PRESENT
Eileen Barrett, Andrew Carlos, Kelly Decker, Julie Glass, Julie Stein, Rachael Stryker, Jessica Weiss

ABSENT
Mary Anne Brady, Kathy Futterman, Kimiko Guthrie, Michele Korb, Sweety Law, Jodi Servatius, Roger Wen, Dianne Rush Woods

GUESTS
Sarah Aubert, Lindsay McCrea, Donna Wiley

AGENDA
All in favor of amended agenda, Motion to accept agenda, vote approved. M/S/P

MINUTES
All in favor of amended minutes, vote approved. M/S/P

AGENDA ITEM
1. Report from Committee Chairs
   Eileen Barrett
   • Went over absent members and members who can no longer attend.
   - Kimiko Guthrie can no longer attended because of scheduling.
   - Mary Anne Brady is not teaching this quarter.
   - Eileen Barrett to reach out to Kathy Futterman.
   • Amended agenda to move discussion of lecturers and semester conversion up.
   • Eileen Barrett asked Amanda Eberhart to amend the attendance section of the 9/30/15 minutes.
   • Committee discussed replacing the absent lectures. Committee will make a referral to the Semester Conversion Co-Directors that will be sent to Ex Com asking that Ex Com to appoint 3 lectures to the committee.
   - Motion by Rachel Stryker, 2nd by Andrew Carlos. All in favor to replace 3 members of the committee.

2. Report from Membership
   • Kelly Decker: spoke to department chairs about her placement on the committee and if the department has any questions to please ask her. She has some concerns about departments with long term lectures and filling out forms. Kelly reached out to the Semester Conversion Co-Directors for clarification.
   • Discussion on GE Funding and Clusters on the Senate Agenda. Once approved an RFP and a recommendation will be added to provide more resources to clusters.
   • Rachel Stryker: No Report
   • Julie Glass: No Report
   • Sarah Aubert: No Report
   • Andrew Carlos: No Report
   • Julie Stein: No Report
   • Lindsay McCrea: No Report
   • Jessica Weiss: Faculty Learning Community on project based learning was developed with Eileen Barrett. There was little turnout. Discussion on should it be tabled until next year.
   - Andrew Carlos mention that there was some confusion over

BACK TO TOP
- Kelly Decker: stated that there will be some growing pains when semesters start. Faculty, lecturers will want to experiment with semesters.
- Lindsay McCrea: In the spring could there be a possible spring show case and opportunities and have people sign up.
- Committee agree to not pursue the FLC. The faculty development center to maybe add semester conversion transformation on their High Impact Practices workshop will help.
- Accessibility Audit and Systems would like Ex Com and CIC chairs to attend meeting so the chairs are aware what is being asked of faculty. The semester Conversion directors could also help the committee.

3. Report on Workshops: Julie Stein
- Julie Stein passed out a summary of the fall workshop and attendance so far.
- Discussion points:
  - Attendance is down but the office of Semester Conversion and APGS have done lots of advertising for workshops.
  - Moving some of the drop in hours to APGS since the faculty development center is moving.
  - Lindsay McCrea suggested that APGS send out an announcement about the forms drop in hours.
  - Eileen Barrett suggested Sarah Aubert attended the council of chairs to show her PowerPoint.
  - Julie Stein and Sarah Aubert to work on sending a pdf of the PowerPoint.
  - Amanda to cancel room in the university Union and find a smaller room for the registered participants.
  - Jessica Weiss pulled back to the Bay attendance, between 80 and 100 people attended. Back to the Bay evaluation were more toward back to the bay as a whole and not geared to semester conversion workshops.

4. Lecturers and Semester Conversion
- Lindsay McCrea and Rachel Stryker working on a Q &A for lectures.
- Contacted CSU Bakersfield to see what some of their questions for lectures are.
- They canvassed lecturers on campus and most questions about workloads, entitlements, quality of work, what is the grievance process, and health benefits.
- Julie Glass: believes that enrollment will be down and that effects workload for both faculty and lecturers.
  - Possible creation of best practices for chairs and lecturers.
- Lindsay McCrea, Rachel Stryker, and Kelly Decker to draft a Q&A and to contact Linda Dobb.
- The faculty development center has a lecturer workshop called ‘Nuts and Bolts’ and it would be a great time to present the Q&A.

5. Outreach Programs and Department Faculty
- Sarah Aubert will continue to let department know that APGS can will schedule one on one meetings to help with forms.
- Julie Stein: possible survey to poll faculty on what they need and where they are at in the conversion process.
- Eileen Barrett wants to know what the committee can do to help faculty.
- Lindsay McCrea suggested holding only one workshop and one forms workshop in winter.
- At the next meeting of graduate coordinators have Sarah Aubert present her PowerPoint.
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<thead>
<tr>
<th>6. Curriculum Issues and General Education</th>
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| - Curriculog will be available mid-November. The target is to train the curriculum committee and council of chairs. The faculty development subcommittee can also be trained.  
- Any forms workshops held in winter will be using curriculog instead of paper forms.  
- APGS will be submitting a referral to have a part time curriculum position filled sooner that the budget requested.  
- Outcomes of discussion:  
  - In winter send a notice for one to one training and support for departments.  
  - Hold two workshops in winter.  
- General Education Discussion:  
  - Committee looked at time modules for semesters.  
  - Amanda Eberhart to email time modules out to committee members.  
  - GE update: the GE Framework and Overlays have passed the senate. |

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| - There will be a town hall meeting by the President on November 19th. The subcommittee chairs are asked to attend.  
- Next meeting November 18th 10 am to 12 pm in SA 4600A. Please bring laptop to learn curriculog. |

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<th>8. Adjournment</th>
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<tr>
<td>Meeting adjourned 12 pm</td>
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Meeting Notes – November 18, 2015 10-12 PM SA 4600A
Faculty Development Subcommittee of Semester Conversion

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**AGENDA ITEM**

1. **Curriculog Presentation**
   - Presenters: Sarah Aubert, Sandra Claflin, Tamra Donnelly, Donna Wiley.
   - APGS gained access to Curriculog last Friday and Curriculog will be going live at the beginning of winter quarter.
   - Hired a half time position to enter all the paper forms into curriculog.
   - APGS has received 50 courses already.
   - The presentation is on the training site. All materials will be posted on the Semester Conversion and APGS websites.
   - Key features:
     - Tracking
     - Transparency
     - Impact reporting
   - Official launch winter 2016
   - Curriculog will have specific role types for each user.
   - The committee was shown how to add a new course proposal in Curriculog.
     - The committee discussed the template, language, and other questions to gain further understanding of Curriculog so the committee can act as Curriculog consultants for other faculty members.
     - The committee discussed possible recording the training so it can function as a webinar.

2. **Next Meeting**
   - The next committee meeting will be December 9, 2015.
   - Amanda to send out invitations to committee members.

3. **Report from Members**
   - **Julie Glass:**
     - The learning outcomes draft document will be posted on the GE Subcommittee Senate page next to the minutes. Julie Glass reminded the committee that the document is a work in progress.
     - Focus for PEIL grants next year should be on curriculum design for semester classes. It should be announced in winter 2016 and applications be submitted in spring. Discussed possibility as an agenda item in March along with learning communities.
   - **Eileen Barrett:**
     - Reminded committee of the Town Hall meeting tomorrow at 10 am in the theater.
   - **Julie Stein:** Updated committee on workshops.
     - Options for assessing program learning outcomes was very successful.
     - 5 faculty and staff came to the workshops.
     - Next quarter workshops will focus on curriculog.
Lindsay McCrea:
- The lecturer Q&A has been emailed to Linda Dobb; hope to have answers within a week.

### 7. Adjournment

| Meeting adjourned | 12 pm |
Meeting Notes – December 9, 2015 10-12 PM SA 1400
Faculty Development Subcommittee of Semester Conversion

| PRESENT | Andrew Carlos, Kelly Decker, Julie Glass, Michele Korb, Sweety Law, Jodi Servatius, Julie Stein, Jessica Weiss |
| ABSENT  | Eileen Barrett, Rachel Stryker |
| GUESTS  | Sarah Aubert, Sandra Claflin, Lindsay McCrea, Donna Wiley |
| AGENDA  | No changes, Motion to accept agenda, vote approved. M/S/P |
| MINUTES | No Changes, Motion to accept agenda, vote approved. M/S/P |

**AGENDA ITEM**

1. **Report from Committee Co-Chairs**
   - No report from Julie Glass

2. **Report from Membership**
   - Donna Wiley asked about the GE Outcomes.
     - Julie Glass: areas A-E have been approved by the GE Subcommittee. In January the GE Subcommittee will be looking at the overlays.

3. **Curriculog Update**
   - Curriculog presentation focused on importing programs. A test undergrad program was used for the presentation. The submittal process was also reviewed.
   - The committee discussed adding department or college level administrators to curriculog.
   - Faculty should ask the college offices about staff support at the college level for semester conversion.
   - Action Item: Committee to check with Deans or Associate Deans about the administrative positions.
   - **Curriculog Discussion**
     - Concerns on the categories on boxes.
     - Questions on core building courses and if fields auto-populate.
     - Concerns over mismatched courses.
       - (APGS will review programs and courses).
     - If the college curriculum committee makes edits to forms will it go back to the department chair?
       - Currently no. The program will continue on to the Dean. Chairs do have the ability to suspend the proposal.
     - Committee discussed tracking the proposals, and if there a way to make the chairs the originator of all the proposals?
       - APGS cannot make attachments required.
   - **Question:** can college curriculum committee make edits without the chairs’ knowledge? If so, the committee recommends that any changes made at any level of review require notification and acknowledgement/approval by previous layers of review. This would comply with current procedure.
   - Donna suggests everyone make an appointment with APGS before importing programs.

4. **Idea Book Brainstorm**
- Should be organized around the ILOs
- The committee wants to create a practical guide like the APGS Conversion guide.
- The purpose of the book is to aid in the curriculum implementation process.
- It will include:
  - Campus experts
  - Workshops
  - Resources and grants
  - Sample assignments
  - Campus units and programs
  - Exemplars
  - Classroom strategies
  - Publications
  - Where do you start?
  - It will cover rational and why
  - Who created it
- The book should be broadly applicable.
- It could start with ILO curriculum maps.
- There is a possibility of creating a virtual database.
- The organizational structure must make sense.
- The committee discussed using the communications subcommittee to get the ILOs out to the campus.
- Committee members want to talk to students about ILOs and ask what the categories look like from a student’s perspective.
- The committee will also reach out to faculty and ask them how they implemented the ILOs into the classroom.
- Possibility of a drop box for faculty contributions.
- Next Steps: Julie Stein and Jodi Servatius to talk to campus leaders. Possibility of starting with Diversity as a model. Committee could use workshops to the launch the idea book.

5. General Discussion

- The next meeting is scheduled for Jan 13th 2016 in SA 3200A.
- The committee decided to hold all future meetings the second Wednesday of the month.

6. Adjournment

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<th>Meeting adjourned</th>
<th>12 pm</th>
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FACULTY DEVELOPMENT SUBCOMMITTEE MEETING
Minutes
January 13, 2016
10:00 am to 12 pm
SA 3200A

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<th>Time</th>
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| 10 am-10:05 am | Report from Committee Co-Chairs  
Eileen reported that programs were in the process of submitting their requests for funding of general education courses.  
Julie explained the role of “overlay” requirements in the general education program. |
| 10:05 am-10:15 am | Introductions of the new lecturers  
Attendees: Roger Wen, Andrew Carlos, Sweety Law, Michele Korb, Jessica Weiss, Dianne Rush Woods, Mary D’Alleve, Jeff Newcomb, Kelly Decker, Julie Stein, Julie Glass, Eileen Barrett  
Guests: Lindsay McCrae, Sarah Aubert, Donna Wiley |
| 10:15 am – 11:00 am | Curriculog Update  
Trained 52 faculty to date on curriculog; overall the process has been positive and APGS thanked Lindsay for organizing and helping to track the participants. Program modifications are a little more challenging and must go through the approval process through senate. Courses are not a problem. 19 graduate coordinators have signed up for the curriculog. They have 26 workshops scheduled.  
Access to curriculog: anyone, including lecturers with a netid, have viewing access. Faculty have been interested in looking at curriculum from other departments.  
Concerns: faculty are asking what a transformed course is. Perhaps we should do another transformed syllabus? Certainly we need to convey this information to departments. An issue to be raised by council of chairs. Lecturers often are out of the loop and/or no involved with the contributions of lecturers.  
We discussed the definition of transformation: “Transformation involves significant changes to the curriculum that may include enhancing program learning outcomes, aligning program learning outcomes with institutional learning outcomes, redesigning courses to incorporate high-impact practices and other strategies that improve student retention and success, and updating curriculum to better prepare students for work, life
and citizenship in the 21st century.”

- Julie and Eileen will work together on a plan for both communicating information about the transformed syllabus; How are things going; can we have department check-ins?
- In the College of Science, EEC members are meeting with the departments to work on assessment. Julie mentioned that programs were not asked to identify particular courses that are being transformed. The form does not ask for a list of courses.
- Jessica will work with the committee to organize a showcase of transformed curriculum. Recommended departments: Math, History, Sociology. This could complement ongoing communication on the news website.

11:00 am - 11:45 am

- Idea Book
Julie Stein shared notes (below) from the previous meeting (see minutes from 12/09/15. Dianne mentioned several model idea—UCLA in particular. Our general principle is to organize it by ILOs. Our focus would be the diversity ILO. Jodi Servatius is working on the purpose of the Idea book. How can we include HIPs in the IDEA book? Focus on the ILO and use the individual HIPS to organize the material.

Dianne expressed a concern that we get distracted from the diversity of race, class, and gender. We want to stay focused on these issues. Supporting the institutional learning outcome: diversity. What are the high-impact practices that support diversity? Give instructors the language they need to communicate the strategies that they are already practicing. Supporting the institutional learning outcomes through creative instructional strategies.

We discussed the PEIL project and its website Diversity & Social Justice. The site is a useful starting place. We hope the idea book will pull together and organize resources.

The difference between the website and Idea book. Below are resources for lesson plans. How long do they take to implement; what level course; what discipline would it work in. Julie Stein mentioned the rubric library with assignments. NILOA

How do we sustain these things? How do we keep them alive? We have to identify co-owners. The Office of Diversity and the Faculty Center for Excellence in Teaching. Dianne hopes to get a diversity fellow. CLASS is rich in hiring and teaching. Julie mentioned the IDEA website.

Action Plan: Schedule Transformed Syllabus Workshop (Michele,
Julie, and Julie). Remind Jodi that she will be presenting at the next meeting about the IDEA Book. We will divide the work: Julie Stein will look at NILOA. Dianne will bring information on classroom strategies. Mary will pull out HIPs that have diversity as a framework. Jeff and Sweety can work on the materials that Ken Chung and Stevina Evuelocho. Jessica will work with the FLC on Diversity. Andrew will do a search for online tools and assignments.

Next meeting SA 3200, February 10.

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<th>12:00 pm</th>
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THE CALIFORNIA STATE UNIVERSITY
Bakersfield • Channel Islands • Chico • Dominguez Hills • East Bay • Fresno • Fullerton • Humboldt • Long Beach • Los Angeles • Maritime Academy
Monterey Bay • Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San José • San Luis Obispo • San Marcos • Sonoma • Stanislaus
FACULTY DEVELOPMENT SUBCOMMITTEE MEETING

Notes
February 10, 2016
10:00 am to 12 pm
SA 3200A

Present: Eileen Barrett, Mary D’Alleva, Kelly Decker, Julie Glass, Michele Korb, Sweety Law, Jeff Newcomb, Dianne Rush-Woods, Jodi Servatius, Julie Stein, Jessica Weiss, Roger Wen
Absent: Andrew Carlos, Rachel Stryker
Guest: Lindsay McCrea

Report from Committee Co-chairs
Eileen reported on the status of the GE learning outcomes, which had been developed thoughtfully by the GE subcommittee and presented by Julie Glass to the Academic Senate on Feb. 2. The GE committee had gathered comments from faculty before the meeting, and Julie’s presentation was followed by some thoughtful discussion. Although passage of the learning outcomes was postponed until the next Senate meeting (Tuesday, Feb. 23), Eileen is optimistic that these learning outcomes will be approved.

APGS continues to offer Curriculog training for faculty, departments, and curriculum review committees. All reports are positive about the relative ease of use of curriculog; curriculog also has the added benefit of making the curriculum transparent to those who want to check. We can also keep tabs on how quickly curriculum is moving through the process.

Focus on the Idea Book
Jodi lead us through a thoughtful discussion of the Introduction to the Idea Book that she shared with the committee that would focus on “practical, intellectually rigorous, and engaging activities and approaches that are likely to have high impact with students.”

After much discussion, we settled on this plan:
Roger Wen would create a blackboard platform for our use. We will use Jodi’s version as a format for each of our ILO sections. We divided ourselves into these teams to work on these aspects of the project:
- Jodi, Julie S, Andrew, and Roger will be responsible for the overall platform
- Jodi and Dianne will work, with help from Sarah Taylor perhaps, on the Diversity ILO.
- Jeff and Jessica will work on the critical thinking ILO.
- Sweety and Eileen will work on the communication ILO.
- Mary and Kelly, with help from Jillian Buckholz, will focus on sustainability.
- Julie G and Michele will focus on collaboration

Action Plan: At our next meeting on March 10, we will each present our draft outline for our assigned chapter of the Idea Book.

Mary and Jeff shared materials that might serve as good starting places for ideas. Eileen created a SC faculty development subcommittee google doc site where Julie S. will post Jodi’s model for the Idea Book format, Jeff’s power point, Mary’s sample of HIP assignments, Julie S’s information from the National Institute for Learning Outcomes Assessment (NILOA) Library, and our ILO with descriptors.
## FACULTY DEVELOPMENT SUBCOMMITTEE MEETING

**Notes**  
March 16, 2016  
10:00 am to 12 pm  
SA 3200A

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<th>Time</th>
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<tr>
<td>10 am-10:05 am</td>
<td>• Report from Committee Co-Chairs</td>
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<tr>
<td></td>
<td>Eileen and Julie reporting on the status of the general education learning</td>
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<td>outcomes for the overlays.</td>
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<tr>
<td>10:05 am-10:15 am</td>
<td>• Updates/reports from Committee Members</td>
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<tr>
<td></td>
<td>General discussion</td>
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<tr>
<td>10:15 am-12 pm</td>
<td>• Idea Book / reports on our research</td>
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<td>Julie Glass presented on her work with Michele Korb on the collaboration</td>
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<td>ILO chapter.</td>
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<td>Jessica Weiss and Jeff Newcomb presented on the critical thinking ILO</td>
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<td>chapter.</td>
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</table>
Members Present: Eileen Barrett, Andrew Carlos, Kelly Decker, Mary D’Alleva, Julie Glass, Mike Hedrick, Michele Korb, Lindsay McCrea, Jeff Newcomb, Jodi Servatius, Julie Stein, Rachel Stryker, Jessica Weiss, Roger Wen, Dianne Rush Woods

Absent: Sweety Law

Report from the co-chairs: Eileen described the shift from curriculum development to advisement. Next year will be advisement to graduate. We’re rethinking the structure of the steering committee and its subcommittees.

Our idea for moving forward would be to organize around the IDEA book: developing the IDEA book, which is organized around the Institutional Learning Outcomes. Developing workshops for faculty to help other faculty as we move from teaching our courses on quarters to semesters.

Rachel asked about advisement workshops that we might be involved with. Eileen explained that there are four faculty—ZaNean McClain, Carl Stempel, Erica Wildy, and Lan Wu—who have been on the Student Advising Committee. Moving forward they will be working with Maureen Scharberg, our new Dean of Undergraduate Studies, to be looking at the various advisement tools in peoplesoft and Bay Advisor.

Blackboard is an easy fit for us at the moment. We would always be able to move material from this platform to another platform. As Andrew said, this should be easy to do once we create the material in blackboard.

Julie Stein shared the presentation she had given to an audience of thirty or so at the recent WASC conference.

IDEA book: Jodi gave us the themes and common categories. Andrew, Julie S., and Jodi gave us the general categories: Discussion of the ILO; Campus highlights; Pedagogy: Assignments and Assessment; Resources (including faculty publications).

We might want to list the programs that are aligned with the different ILOs. Andrew organized the structure around the work of the committee.

Focusing on the Diversity ILO. Andrew showed us the organization. Dianne has a list of courses that are being taught about diversity issues and themes.

Mary asked the key question about who maintains this project. Who will be responsible for maintaining the materials in the IDEA book. There are areas for us to populate and for faculty to load. Dianne talked about reaching out to the faculty who are teaching courses on diversity issues. If we have a template for assignments, we could ask these instructors to upload assignments. This gives us a helpful organizational structure. Rachel asked how we can keep this from being prescriptive. We want to highlight the collaborative nature of the project. Should there be a syllabi folder? Could there be an area for feedback, a place to develop? Should we have a discussion board about the meaning of each of the aspects of these learning outcomes. Jessica proposed
an ILO Summit—showing the blackboard session and having breakout groups. This could be an event at Back to the Bay.

Julie noted that there is no explicit place where high impact practices are not explicit. We might need flags about high impact practices (HIPS). There are multiple layers of the HIPs. There could also be links. How do we work with discipline specific interests because we want faculty from the different colleges. Andrew appreciated all the suggestions because they are helping him think about what we would like from an interactive platform if we decide to move beyond blackboard. Dianne mentioned the UCLA website with its different information about its campus climate.

Julie S., Jodi, and Andrew will take the feedback and all committee members.

Kelly and Mary presented their work on sustainability. How do we teach thinking about sustainability. They are trying to look at this theme at different disciplines. Helping students appreciate how these ways of thinking are useful for them in the future. Kelly and Mary collected lots of information. They linked to materials that are intellectual as well as practical.

This raises the larger question about how we are going to organize the materials. At this point we have all gathered different materials. We all recognize that we’ll need to create a structure that works for all of our ILOs. Local examples. An area for professional organizations.

Remember to know the sources for all our materials. But at the same time, we should include our ideas.

We decided to postpone the Communication ILO for our next meeting.

Can we move the May 11 meeting to May 18th. We will discuss the organizational structure: Communication, Collaboration.
Meeting Notes – May 11, 2016 10:00am to 12 PM SA 3200A
Faculty Development Subcommittee Meeting

PRESENT
Eileen Barrett, Michael Hedrick, Julie Glass, Mary D’Allava, Andrew Carlos, Kelly Decker, Michele Korb, Rebecca Loboschefsky, Sweety Law, Jeff Newcomb, Rachael Stryker, Roger Wen, Julie Stein, Jodi Servatius, Jessica Weiss, Dianne Woods, Lindsay McCrea, Michelle Xiong, Denise Wong, Lan Wu

AGENDA ITEM

1. Approval of Agenda and Minutes
   - Agenda Approved
   - Minutes Approved

2. Report of the Committee

   Report from Barrett
   - Eileen reported on Curriculog, Degree Audit and University Hour
     Developing Degree Audit program system (quarters first, then semesters);
     Viewed the CSULA Semester Conversion website with the committee members
     to see what information was provided and suggested the website should serve
     as a road map for students transitioning from quarter system to semester
     system. Wendy Chen will be meeting with department chairs to talk about
     degree audit for quarters and individual advertisement plans for students moving
     forward.
   - Julie reported on process with GE learning outcomes for the overlays in
     diversity, social justice and sustainability.
   - Julie S. reported on her pizza and pedagogy workshops, one of which is meeting
     today. (May 11, 2016)

3. Report from Committee Members – Communication ILO

   - Sweety L. presented on the Communication ILO and the preliminary work,
     organizing the materials around the skills of reading, writing, listening and
     speaking. Committee discussed the problems with reading—either how we as
     instructors fail to remember “covering is not learning.” Also talked about
     reaching out to faculty in the other disciplines. Julie mentioned the importance of
     curating the project, highlighting the most effective ones each month. Sweety
     referred to the resources on the IDEA website.
   - Julie and Michelle focused on collaboration. What do we hope to achieve by the
     practices.
   - Elements of ILO; Student activity, Faculty activity, Observable Outcome and
     Ideas for Measurement/Assessment
   - Committee all like the template that Julie and Michelle created and posted on our
     google drive site. Committee members saw the parallels between this and the
     template for a transformed syllabi, as well as the GE forms. Eileen mentioned
     Dee Fink’s useful, “A Self-Directed Guide to Designing Courses for Significant
     Learning.” Jessica mentioned “American Council on Education”, where there are
     brief videos explaining/demonstrating pedagogical practice.
   - Committee members all agreed to use this template to organize ideas and return
     for a final meeting on June 8, 10-11:30am in SA 3200A.
   - Jodi will work on the project over the summer. Julie Stein mentioned the NILOA site
     from the "National Institute on Learning Outcomes Assessment.”

4. Meeting Adjourned at 12:00pm