Meeting Notes – October 25, 2017 10:00am to 12:00 PM VBT 458
Faculty Development Subcommittee Meeting

**PRESENT**
Mary D’Alleva, Andrew Carlos, Julie Glass, Julie Stein, Jessica Weiss, Sweety Law, Roger Wen, Dianne Woods

**ABSENT**
Mike Hedrick, Lindsay McCrea, Margaret Harris

**GUESTS**

**AGENDA AND MINUTES**
Andrew opened meeting with a review and approval of the minutes from the 10-11-17 meeting. Motion to approve minutes and agenda J. Stein/______/Passed

1. Opening Business – Membership Update – Andrew Carlos
- Andrew emailed Sophie about volunteers for the SCFD subcommittee: two from CLASS and one from CSCI. We still need a volunteer for CEAS
- Andrew will reach out to kinesiology
- Jeff N. will be back winter quarter

2. Review discussion from Dean of Academic Programs and Services - All
- Discussed the information received from the Dean of Academic Programs and Services, Maureen Scharberg, who discussed some of the things to look forward to with advising and the affects semester conversion will have on both faculty and students. The information prompted discussion and ideas about future workshops:
  - Bringing on a lecturer who is currently teaching in semesters and quarters and discussing the differences: Student success in the semester system
  - Cheat sheet for faculty with questions and answers that students might find themselves asking based on the new policies. May get many of the questions from incoming freshmen, such as, How does wait list work? What does the add list mean? What does drop mean? What does the late drop mean? What will final exams look like on semesters? What does U-hour look like in the scheme of schedules?
  - For faculty: What does that mean to you as a faculty member? Where can students get emergency loans so they can buy books?
  - The cheat sheet should be developed before fall 2018.
  - Early Alert discussion using Black Board?

3. Review previous two workshops: 10-12-17 and 10-18-17 - All

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**Rubrics workshop:** Julie S., Jessica W., Bernie S. ran the workshop. The discussion went well. They agreed that they would like to get a discussion input on creating two short videos: “Value of Rubrics”, and “How to download and customize Rubrics”. Would like to start producing this video in winter.

- Sustainable materials going forward
- Julie S is waiting to get Jeff N. winter schedule and will be able to give date for the sustainable workshop in a few days.
- This will be the second workshop in the winter.
- Diane W volunteered to help get winter workshop schedule out

**Spacing and Pacing Workshop:** Two attendees showed up for this workshop. Guest were very casual and clear about what they were hoping to get out of the workshop; thinking about how you pace and schedule your class. Very good questions were asked; those who showed up found it useful.

- Format provided a short amount of information, while giving attendees the space to just ask questions about what semesters might look like. This comment prompted a discussion on ways to possibly generate more attendees at the workshops:
  - Might be useful to advertise something like a lightning talk
  - Let attendees come with questions on their own. Provide the space, provide some food, and provide them with information based on their questions.
  - Drop in sessions – end of spring
  - Structured workshops, syllabi help
  - Webinars (based on survey results)

**Task in winter:** developing handouts and getting ready for spring

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<th>4. Plan winter workshops - All</th>
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<tr>
<td>Discussion of workshops during winter quarter:</td>
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<tr>
<td>- Redesigning assignments workshop will be on Nov. 15, 2017 in room UU-2002AB-Oakland-Concord room</td>
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<td>- Spacing and Pacing</td>
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<td>- Trial drop in workshop</td>
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<td>- Develop panel on semesters vs quarters. Contact possible panel participants before we develop.</td>
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<td>- Try to have the dates for our drop-in sessions in the spring along with the marketing blurb.</td>
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<td>- Diane will need blurbs for the posters: Jessica will email the faculty development workshop blurbs.</td>
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<td>- Need representative from CLASS for semester vs quarter panel.</td>
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<td>- David F might be a good candidate for college of science, also Samantha Francois</td>
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<td>- Have we talked about having a conversation about online teaching in semesters? Do we want to address?</td>
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<td>- Panel of QM finishers: talk about what they did that was different for semesters: mixed format; online and hybrid</td>
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<td>- Roger commented that web based courses are always offered. At least 10% of our classes are on line courses. He will ask Monica M to change the one for faculty panel to make it more semester focused</td>
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<td>- Will get blurb to Dianne as soon as possible…there is a 2 week turn around.</td>
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<td>- Jessica is sending blurbs and the name of the proposed new blurbs.</td>
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<td>- Jessica will facilitate these discussions</td>
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<td>- The committee will work on finding more presenters by next week.</td>
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<td>- Spring syllabus workshop: Pizza drop-in/</td>
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<td>- Samples people can work with; how a course may look different in different semesters</td>
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scenarios.
- Julie G likes the idea of come for 15 min for info push, and stay longer if you’d like. Thinks most would stay.
- Poster would be great
- Lightning Talk
- Having zoom for first 15 minutes
- Roger’s name was suggested to serve on panel.
- Will work on blurb for QM and have Monica modified about quarter conversion
- Will work on blurb for drop in information workshop
- Will type of up everything about our winter workshops
- Dianne will work with Jessica to draft
- Workshop information will be posted on the website where you rsvp.
- The home for these workshops will be on the faculty development website.
- We will also send the link to Lindsay for posting on the semester conversion website.
- Finalize blurbs
- Find out about schedule with Jeff for the Rubric workshop
- Possible dates for winter quarter workshops…let Andrew know by next week
- If we can get dates and rooms, Diane would like information by next week.
- Thursday January 25, 2018, 11:00am – 12:30pm – Spacing and Pacing; language will be added to say, “Come for information (15 min) and stay for the conversation”. SA 4600A
- Jessica offered an extra webcam, speakers and an external mike to assist with lap top sound for zoom set up that Roger W will provide. Rooms that are best suited for this type of set up are: SA4350, SF234 for small groups only; 234, 329, 328, and 466.
- Group agreed that SF 328 would be a good location if it were possible to connect to smart board. Roger commented that it is possible.

5. Logistics for next workshop

- Sweetie is set for her workshop, Redesigning Assignments on November 15 in room UU-2002-Oakland/Concord Room. She would like the blurb to be tweaked to say they need to bring a current assignment
- Alicia will make copies of print outs for the workshops

Meeting adjourned  11:25 am