Meeting Notes – February 21, 2018 10:00am to 12:00 SA 4350

Faculty Development Subcommittee Meeting

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Mary D’Alleva, Andrew Carlos, Daniel Barsky, Nicole Diggs, Julie Glass, Margaret Harris, Jeff Newcomb, Jessica Weiss, Roger Wen,</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Mike Hedrick, Sweety Law, Lindsay McCrea, Dianne Woods</td>
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<td>GUESTS</td>
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<td>APPROVAL OF AGENDA &amp; MINUTES For 2-7-18</td>
<td>M. D’Alleva/A. Carlos/Passed</td>
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<td></td>
<td>Abstained: M. Harris – reason: not in attendance</td>
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1. Opening Business

- Andrew informed the committee that he’d emailed Raphael Hernandez for a stipend update. Per Raphael, the forms have been processed and should be ready by March 13, 2018.
- Andrew informed the committee that the stipend forms will be filled out together at the next meeting to make sure everyone is in sync with the dates.

2. Review of Past Two Workshops and NILOA Workshop: Dates – All

- Roger gave an update on his February 8 workshop: “Tips for Revising Your Online Courses for Semesters”.
- 15 attendees face to face and zoom.
- Panel of four recent QM certified course instructors who have converted their courses to a semester format shared information about how they design and convert their courses from quarter to semester using Backward design, textbook, and other different strategies. Workshop went well.
- Couple of technical issues: IT did not bring Polycom equipment; Hiccup with Mac Book Pro but ended up using one of the old phone in conference room that was Omni directional.
- Roger will work with Jessica to invest in Polycom equipment for Faculty Development.
- Attendees talked a lot about backward design and alignment.
- Andrew and Jessica gave update on their workshop, “Making the Jump: Taking your Course from Quarters to Semesters”, facilitated by Samatha F., Jeri L, and Ya You.
- Five people were in attendance.
- Ya talked about worldwide examples. She made a point to discuss having more time in semesters, but may be meeting more often, ie., lots of logistical “stuff” that can be eaten up by having the extra time.
- Andrew’s take away from attendees: A lot of faculty don’t know a lot about semester conversion regarding time.
- Committee members voiced concern the time modules on the semester conversion website; thinks they should strike/remove the link to other documents or move them further down.
- Model 3 is the one approved by the President Morishita.
- Julie mentioned that she’d sent a survey to her instructional staff about teaching
next year with link to the modules

- Ya also mentioned in the workshop that in the semester system, you have more of an opportunity to include different teaching mechanisms.
- Other attendees at the workshop brought up points about not increasing the amount of major assignments and formative assessment and scaffolding of projects.
- Julie mentioned having trouble with quizzes due to accessibility services. Suggested future workshop on how to talk about the quiz model; what do you do?
- Jessica suggested looking up universal design and formative assessment.
- Clicker policy: This will be discussed at later date.

**NILOA Workshop: Dates**

- Suggested week 7,
- Suggested Late April or early May
- **May 2** looks like good date for everyone. Andrew would like to finalize to send to Julie S.
- Also, week of August 6-10 if need to attend a second time
- Margaret has conflict with due to an accreditation meeting; she may be able to leave by noon time.
- Do not have to be at NILOA conference all day attend at least a portion if you have the time
- May 2, 2018 is the date that Andrew will send over to Julie Stein.

### 3. Strategic Plan for Idea Book discussion - All

- The committee reviewed and gave feedback on the start of Andrew’s strategic plan for Idea book discussed at the February 7, 2018 SCFD meeting.
- Committee went over:
  - **Purpose:**
    - share best practices and ideas from faculty to other faculty members
    - If open to public we may need to look at how to control;
    - submission would be campus, sharing would be public; If class ideas are put out there, they would be public; must understand that Intellectual property would be fair game.
    - think about strategic plan in phases: platform, public face of university; and intellectual property, need to be considered.
    - think about phase 3 for 2020; this should be phased with a calendar; don’t try to do everything at once.
    - if we make public, we’ll need manpower and resources
    - platform resource will be continued if person leaves; if money is involved must make sure there is a base budget.
    - Jeff: this could eventually be a platform for revenue. Possibility of us becoming known in certain areas; a good way of establishing relationship with others and eventually becoming part of a pro-profit venture.
- Are we ok with being shared with faculty? – Yes
- Accepting submission from faculty include internal review and post

  **Where hosted:**
  - what does management look like and how to be reviewed
  - Andrew mentioned that he’d reviewed University of Texas’ Drupal for ideas for Idea Book. Thought it was a good model.
  - Drupal has plans, supports different media, and has tagging and browsing features. We can host in the library.
  - something to think about when we want to migrate from Blackboard
  - Roger suggested to exploring idea of design our own template.
  - do any platforms have submission feature?
- Next steps: start exploring multiple platforms to see what they are providing, ie., platforms, like Drupal and cascade.
- Platform must be something housed within a unit so in case person managing it leaves, we will have the ability to pick up where they left off.

Who will manage
- Faculty development
- Joint effort between library and faculty development. This would probably require an MOU.

- What does management of idea book look like:
  - Reviewing submissions, ie, curate, approving submission, calls for submissions,
  - Look and feel of the idea book.
  - Content, Standards for submissions, ie., rubric.
  - Trouble shoot platform and applications
  - Soliciting and building inventory
  - What about migrating what we already have
- Is there a review process with Merlo? Think there is peer review requires a learning process.
- Think about what is the bare minimum that idea book should be?
  Roger suggested three phases:
  - Phase 1-Blackboard
  - Phase 2-Collaborate with different initiatives around campus; proof of concept and budget; necessary steps for phase 3
  - Phase 3-Sustainable platform operation
- Is there enough material to sustain this?
- Yes, folks working on diversity ILO now. Have FLC’s and three Overlays opened, and we will have multiple ILO’s;
- Could we use as platforms when we do boot camps?
- Anything we prepare will build into ideas for the boot camps.
- Jessica will handle, and Andrew will make sure to push everyone for ideas
- Margaret envisioning timeline? What is the end time?
- Think about better name for Idea Book.
- Suggestions:
  - Mary - Strategy Tips
  - Daniel - FREED (Faculty Resource for Education and Extra Development)
- Committee needs to come up with two possible names for the Idea Book.

4. Syllabus Template Review - All

- Andrew informed the committee that he uploaded a syllabus template on the team drive from Julie S. This is a blank syllabus with everything to fill in; giving a box with the timeline for what they will be teaching.
- This is something we can emulate and present to faculty development so faculty can use as starting point for their syllabus.
- Daniel received a course syllabus from Extension that is pretty extensive; three pages. He will send that to Andrew
- Template that is somewhat bare; menu of template items; required items indicated; build your own syllabus
- We should have something very clearly stated; if program or department wants something different we have that flexibility.
- Andrew showed an example of the syllabus infographic he created for his course
- Suggestion on future Syllabus workshops; how to make more interesting for the students.
- Suggested workshop on Syllabus Infographics
- Andrew will work on creating a bare bones syllabus to share at next meeting.
- Will continue discussing this in the March 7 meeting.

5. Agenda Building for Next Meeting March 4, 2018 – A. Carlos

- Finalize ideas for strategic plan
- Discuss Merlot Idea
- Work on filling out stipend forms

Meeting adjourned 11:45 am