Faculty Development Subcommittee Meeting

PRESENT
Mary D'Alleva, Andrew Carlos, Daniel Barsky, Nicole Diggs, Julie Glass, Mike Hedrick, Sweety Law, Jeff Newcomb, Jessica Weiss, Roger Wen,

ABSENT
Margaret Harris, Lindsay McCrea, Julie Stein, Dianne Woods

GUESTS

APPROVAL OF
AGENDA AND MINUTES
Agenda: J. Weiss/J Glass/Passed
Minutes: A. Carlos/S. Law/Passed

1. Opening Business – Andrew Carlos

- Jessica informed the subcommittee that FLC would like a separate social justice overlay

2. Review of Past two workshops

- Jessica reported on the 1/25/18 workshop, Pacing Courses for Sanity and Student Success. There were 4-6 attendees online and 4-6 in person.
- Lot of interest in the workshop. People were very excited about the available materials. Time seemed to be biggest revelation!
- Julie G’s video input went off very well with the group. Very good visuals.
- Jessica suggested we not disseminate the recordings from Zoom. She will use questions as a cheat sheet but thinks we should present videos like Julie G’s.
- Zoom takes too long, hard to hear on play back.
- When we find out where the best place is to post workshop materials, then we will be post.
- Lot of attendees concerned with students and their issues with the semester system; incorporating more active learning in classroom.
- College of Science asked them to do a College of Science workshop
- New faculty attendees had concerns with their teaching load going from two classes to four classes. Wanted to know what this will mean.
- Attendee also voiced concern that a lot of faculty work won’t be reflected in dossiers, etc. and fear there will there be a lag that is punitively penalized.
- There was also a request from attendees for more boot camps; Jessica will look into available space.
- Sweety reported that the 1/31/18 workshop, Teaching on Semesters: Redesigning Assignments. There were 3 attendees on line and 3 in person
- Workshop went well but felt a lot of planning went in to setting up mike, zoom equipment. Need to think about looking into video conferencing
- It was suggested that Sweety and Margaret make time to set up a recording; five-minute video.
- Discussed whether workshops should be only an hour or possibly longer.
- Attendees asked more practical applied questions, ie. What is incremental assessment?
- Andrew reported on the Educational Effectiveness Counsel meeting. Meeting reported on draft from each college on ways to be better for Fall
SEMESTER

- CBE asked about creating a FAQ-student focused questions that faculty will have to field.
- Jessica explained the structure of committee which consisted of Maureen, Julie, and faculty from the colleges, along with APS and more.
- Participants were asked to go home to their colleges and talk about what they are doing or planning to do for semester conversion to make sure faculty are ready to start teaching.
- Colleges would like to start implementing workshops now. May hear from other colleges about possible workshops.
- Also, discussion about programs that are fully on line, or how online courses will look in semesters
- Jessica mentioned that meeting participants talked about classes down to one or two semester classes, so a possible workshop would be something along the lines of "Essential Elements: How to decide what to teach?"
- Discussed syllabi templates on semesters
- Andrew will send template for syllabus to everyone to take a look at. May be able to show at the Spacing and Pacing workshop.
- Discussed NILOA; you can apply to have one of their experts come to our campus for free, so they can help us run one of our workshops. Just need to get the application with confirmed dates. Jessica will work with Julie S to set this up.

3. Idea Book

- Jessica reported that FLC will use the Idea Book for products of their work.
- How should we advertise the Idea Book?
- Committee brainstormed on an alternative platform for the Idea book to make easier to manage and more sustainable.
- Jeff suggested that as we move toward implementation we should reconsider renaming the Idea Book, so it is more focused. Feels it may help us get more material and attract more interest. Being more effective in teaching; teaching tips and strategies, short cuts,
  - Andrew may have some time to craft a data base that may work with it, but not sure who would house it.
  - Roger suggested linking it.
  - Faculty development website? Website is managed to be a public marketing device; not sure if data base will be hosted. We can check.
  - Conference guides now will have applications that will create the conference guide; usually searchable. May have tagging options also; can look at different threads, etc.
  - Should look at using google.
  - Blackboard was chosen initially because of concern of tagging and who will support, who will manage.
  - Should be a Joint effort of library and faculty development to support it
  - CASCADE can be used but not sure of the data base. This is a free service.
  - Could this be another network where data bases get plugged in? Is this a long-term structure?
- Hosting on Blackboard limits it; if we move to platform more open it will have more longevity.
- MERLOT is more open; makes it more visible like google where it is more public.
- Once we know what our long-term goal is and who will support it, we can make sure we have a supporting structure for what we are going to do.
- Google, Merlot, Cascade...many options, but we need to decide.
- Jessica mentioned Promising Practices that can be used as an example
- EEC may be one place to disseminate templates. They may be a logical partner, also the library and Faculty Development.
Come up with a strategic plan for the idea book
Andrew will take stab at strategic plan for Idea book and bring to next meeting. He would like the committee members to think of a new name instead of Idea Book
Jeff mentioned that last quarter he asked his students to come up with original meeting starters called Stokes. They came out pretty good and he would like to put them in the Idea Book if it is ok. Can be used in Icebreaker session.

4. Spring Workshops finalized

**Workshops and possible dates:**
- Setting up Drop in sessions – We need to be clear on what they’re meant for. Need parameters and descriptions around the drop-in workshops. Drop In workshops are: Consultations on converting syllabi and assignments for semesters
- How many drop-in sessions? 5 sessions, but we will schedule 2 first. And then depending on feedback we will plan the other three.
- Pitfalls n stumbling blocks
- Time management
- Spacing and Pacing
- Roger mentioned current QM one day workshop with four different topics, one hour each. This is based on previous request; These are not finalized but will finalize dates and send to Jessica.
- Rubrics workshop – Cheryl is working with Julie S and Jeff N. now.
- How many workshops should we have this spring?
- Can Jessica coordinate to see which workshops can be combined?
- Frequency may be better, since faculty schedules are so difficult for them to make all of them
- Physical space could be in Faculty Development; can also open a Zoom
- Volunteer for someone to write a description for the drop In clinics; Mary will draft -Week of April 16 and/or week of April 30
- Pitfalls and Stumbling blocks for semesters – do we want to keep it as we currently have it?
- Anxiety poster – people put up their anxiety stickers
- Pitfall workshop Week 5 – in Spring quarter
- Volunteers for presenting: let’s wait until we have a draft of the workshop
- Volunteer for description of Pitfall workshop: Jessica
- Time management workshop?
- Procrastination threat; scaffolding workshop - week three. Andrew will draft descriptions
- Rubrics – Week 2
- Spacing and Pacing – Week 4
- Assignments workshop - Sweety will speak with Margaret. This may be a good workshop to have before the boot camp.
- Pitfalls: week 5

5. Agenda Building for next meeting February 21, 2018

- Review workshops schedule
- Review strategic Plan for Idea Book
- Two more workshops (2-8 and 2-20)
- Syllabus Template
- Recording videos for the workshops
- Keep zooming for the workshops, but keep video recordings for us

**Cheat Sheet discussion:**
- Google doc is correct one to view
● Mary discussed the meeting she had with Nicole. They both discovered that there is lot of information already out there for the faculty.
● FAQ at the top
● Under important dates: links to essential calendars
● Final exams
● Links to advising resources, i.e., emails
● Info on U-hour, general description
● There is no updated information for U-Hour, but will be eventually should wait until decision is finalized before adding any of this information to the cheat sheet,
● Description of unit workload
● Teaching on Semesters
● Workshops: only provided links
● Faculty Workload formula link (disclaimer added)
● Information on contact hours, etc..
● Suggest: Lecturer information
● One version on line version that has links that you can go to. This will live on line in faculty development and semester conversion.
● Discussed how some students think there will still be quarter classes because of the quarter catalog rights.
● Mary suggested to explain what the cheat sheet is at the top of the document and put an expiration date for relevancy.
● Mary and Nicole will work on formatting, lecture info, syllabus information
● Nicole mentioned adding links

Meeting adjourned 11:27 am