Faculty Development Subcommittee Meeting

**Meeting Notes – March 7, 2018 10:00am to 12:00 SA 4350**

### PRESENT
Andrew Carlos, Daniel Barsky, Nicole Diggs, Julie Glass, Margaret Harris, Mike Hedrick, Sweety Law, Jeff Newcomb, Jessica Weiss, ,

### ABSENT
Mary D’Alleva, Lindsay McCrea, Roger Wen, Dianne Woods

### GUESTS

### APPROVAL OF AGENDA & MINUTES For 2-21-18
S.Law/N. Diggs/Passed

#### 1. Opening Business
**Stipend Update – Andrew Carlos**

- Committee went over stipend forms for partial WTUs.
- It was determined that for subcommittee members taking stipends it was agreed they would put in for 4 days; for those who just joined subcommittee the last two quarters would only get 2/3 of the stipend. 3051=2/3

#### 2. Finalize Spring Workshop Dates-Descriptions and Marketing Ideas for Workshops - All

- Andrew displayed his revised spring workshop document on the overhead projector for the committee members. He noted that on the revised doc he included a description of the workshop and time management.

- **Workshop dates discussed:**
  - Week one - Teach Smarter Not Harder – April 5, 2018 12-1:30
  - Week 2 – Teaching on Semesters: Redesigning Assignments – April 19, 2018 12 – 1:30
  - Week 2 – Time Management: Procrastination for Students and Faculty – April 18, 2018 12:00-1:30 - Jessica Weiss and Nicole Diggs (attendees will come with class assignments)
  - Week 4 – Teaching Courses for Sanity and Success – April 26, 2018- 12:00-1:30 SF-328 (Jessica already reserved) Andrew, Jessica and Julie G
  - Week 5 - Pitfalls and Stumbling Blocks of Semester System – 12-1:30 - May 4 or April 30 - Margaret H and Daniel B
  - Niola workshop (tbd)

- **Drop In session - by Office of Faculty Development with handouts and/or consultation about their semester classes**
- Consulting times will be whatever time that works in your schedule
- Andrew will look at list of numbers for spring quarter and will ask everyone to choose dates for the drop-in hours.
**Meeting Notes**

**January 10, 2018**

**3. Syllabus Template - All**

- Discussed at last meeting.
- Andrew designed and presented a more simplified version based off the current policy syllabus.
- He will consider using some of Margaret’s ideas from her syllabus.
- Margaret’s suggestion based on how she designed her syllabus-course scope and sequence: instructor has right to change.
- More in alignment so that it is in strict alliance with standards: goals of the class for that day and the intent is.
- Margaret’s syllabus addresses how it is aligned to the department and also to the university. She will send an example of her syllabus and will upload to the team share drive.
- Fall schedule is up on registrar’s website for important dates.
- 10-year tentative calendar is on semester conversion website and gives all accurate dates.
- Discussed having calendar with end dates, drop end dates.
- Simplified drop dates to specific date.
- Discussed issues with students joining classes to late in the quarter.
- Is there a deadline on declaring old catalogue? Yes, can change up until day you file for graduation.
- Andrew will fix the syllabus template.

**4. Strategic Plan Review - All**

- Things that may come up in drop in sessions in the office of Faculty Development: Room 314.
- Have a calendar (10 year).
- Drop deadlines on register’s page.
- All past presenters of workshops please send materials to Andrew. Send slideshows, handouts, etc., to be handy for drop in sessions.
- Giant poster size of the time modules; or have one you can fill in and put in own schedule – laminated and put up in faculty development.
- Syllabus template.

**Marketing ideas for workshops**

- Have Lindsay send out information and keep workshop info in newsletter.
- List of special mail serve – Academic Affairs newsletter.
- Andrew will ask Roger for link to conversion workshops.
- Blitz with a poster?
- Broadcast in colleges; flyer Jpeg format.
- Talk up workshops to departments and colleagues.
- Andrew asked if committee members could please send marketing ideas to him, so he can try to implement them.
- Talk to college associate deans to see if they want to do something.
- Will be posted on semester conversion website, faculty development website and Bay Sync.
- Jessica is working on having faculty development YouTube channel that will feature Julie G’s video.
- Hybrid classes discussed (can’t change once predetermined)
- Faculty FAQ sheet
- Syllabus template
- Suggest active learning and class activities
- Rubric guidelines
- This information is located is in the team drive.
- Once members have attended first drop in session they can share with group need to know information.
- Any member on committee that is here in spring Andrew will ask that they sign up for one consultation.
- He will send out an email to each committee member asking if they would volunteer 2 hours of their time.
- Daniel will send out a google meet for Andrew

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

- Discuss Summer Plan

Meeting adjourned 11:40 am