Meeting Notes – September 27, 2017 10:00am to 12:00 PM VBT 458
Faculty Development Subcommittee Meeting

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Mary D’Alleva, Andrew Carlos, Julie Glass, Mike Hedrick, Julie Stein, Jessica Weiss, Sweety Law, Margaret Harris, Dianne Woods</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Lindsay McCrea, Roger Wen</td>
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<td>GUESTS</td>
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**AGENDA AND MINUTES**

1. **Opening Business- Welcome-Elect New Chair – Mary D’Alleva**
   - Mary opened the meeting by welcoming the subcommittee members back for 2017-18.
   - Will wait to see if Jeff Newcomb is coming back before electing a new Lecturer representative from CBE
   - Mary is stepping down and asked for a Call for Nominations. Discussion began on who should be her replacement
   - Motion was made by Mary D’Alleva /seconded by Julie Stein for Andrew Carlos to replace Mary D’Alleva as chair for the Semester Conversion Faculty Development subcommittee for AY 2017-18.

2. **Discuss membership recruiting - All**
   - Mike suggested checking with Sophie Rollins from the senate office for nominee’s recommendations.
   - The other positions that were put out last week through senate, Andrew will follow up with everyone to see if we have volunteers.
   - The positions this subcommittee are waiting to fill are:
     - **CEAS Faculty representative**
     - **CLASS Faculty representative**
     - **CSCI Lecturer representative**
     - **CBE Lecturer representative** – keeping open for Jeff Newcomb to possibly come back
### 3. Share out and debrief on back to the Bay sessions

- Subcommittee members were asked to give their feedback on their Back to the Bay sessions last week.
- General feelings of those that attended:
  - Rubric assignments went well; participants found it useful.
  - Energy was good, people were interested, absorbing.
  - Margaret enjoyed working with Sweetie on the Assignments workshop, however felt they needed for more time.
  - Had six in attendance.
  - One or two not very receptive
- Jessica suggested the need to be more diplomatic since faculty are sometimes given orders to attend these workshops.
- Julie reported on the Teaching Smarter, Not Harder” workshop. Felt workshop went well, good timeslot, early morning.
- Suggested having session in October and have faculty dig in and revise their own rubric…little more overview where they can bring laptops and be helped to revise their assignments, etc.
- Jessica will give revised description for upcoming workshop.
- Andrew had pretty good attendance at his workshop. Most faculty interested…little confused of the spreading out of the hours, but got it later.
- Julie G thinks it's important to remember students used to have stack of four hours starting point, they now stack of five at the ending point. Suggested mentioning what it used to look like.
- Suggested having workshop about annotated syllabi or curated syllabi.
- Maureen Scharberg would like to attend next Faculty development meeting on Oct. 11 to share some of her input on semester conversion, working with syllabi and providing examples, etc.
- Mary said workshops are only planned through fall; none on books for winter.
- Margaret mentioned common syllabi in her department; feels it has to be done collaboratively, that is the only way it will work. Allow for academic freedom; have common text - two text per quarter and can choose to do one or the other.
- Mary suggested exploring possibilities of what a semester can look like
- Jessica sent out survey on Monday. Informed subcommittee members that there is now a new assistant in community engagement who will do mail merge for people who signed up for Back to the Bay.
- Jessica will be able to provide more feedback if you reply to survey.
- Margaret suggested we do the workshops as a progression, isolated individual workshops
- Mary suggested revisiting survey from last year where we asked what kind of format works for you?
- Andrew asked if those who set at the semester conversion table for back to bay, received many questions from attendees.
- Mary didn't feel like people were stopping by to ask questions. So much else going on.
- Julie mentioned that she handed out rubrics library bookmarks at Back to the Bay.
- Andrew said at the end of their session they developed a google doc and shared with them and asked them to put in what they need: concerns were final exam, impact of assessment, exam time, and length of exams.
- Julie S asked if there will be frequently asked questions for courses?
- Mike commented that the time modules are posted and people are encouraged to look and get familiar. He said we can expand but people have to think differently about how they will present their exams in a semester system.
- Final exams now in quarter system are 1.50 time – 2 units of the four
Mike is not sure how final exams are scaled to the actual classroom.
Jessica asked if folks are thinking of using same exam for semesters as they used for quarters. Thinks that maybe another workshop. Feels they have to test more often, unless we’ll lose all ground on assessment. We should work on what it means to get formative feedback and why it needs to be increased, especially in classes designed in units.
Margaret suggested session with department chairs and program coordinators.
Jessica mentioned talking to Linda. She would like to rely on teacher ed and ed psych people for the testing learning expertise. Linda may be able to connect to student success.
Set up something for fall 2018 – may get higher number of people seeking workshops. Up to that point it should be made available resources, looking at fall and planning intense opportunities that faculty can take advantage of.
Andrew suggested discussing workshop content in our committee goals.

4. Confirm fall workshop dates, locations and presenters - All

- Three workshops planned:
  - Spacing and Pacing - Assessments for Semesters Oct. 12, - Andrew asked for volunteers to assist him. Jessica volunteered to be part of the team.
  - Jessica asked can anyone think of someone that might be a formative assessment expert: Julie McNamara, Michele Korb were suggested.
  - Jessica mentioned that she has a presenters list: Andrew, Jeff, Jody, Julie and Dianne. Anyone who’d like to be removed, please let her know. If Jody can’t come we will invite Julie.
  - Teaching on semesters – Redesigning Assignments: Sweetie and Margaret
  - Teach Smarter Not Harder With Rubrics
  - Schedule for timing opportunities and strategies: Andrew, Jessica, Julie…this workshop will be scheduled for winter.
  - Andrew will contact Jody to see if she is available for Oct. 12 for the workshops or Michele Korb or Julie McNamera.
  - Julie suggested revisiting later workshops later on in the year.
  - Julie G said it would be nice to have someone in English and Comp. for Oct. 12. Mary will reach out to see if someone is interested and available.

5. Review committee goals and activities for 2017-18 and discuss new business

- Semester Conversion website changes, is not too user friendly. Certain faculty development documents on the newly revised semester conversion website hard to locate. When they converted the semester conversion website, certain information is there but in different places.
- Andrew will follow up with Lindsay to update the Faculty Development section of the website.
- Andrew reviewed the goals of the subcommittee
- Julie asked how things are going to be set up at the workshops so we can base it on their needs, using videos, PowerPoint, etc.
- Communications class could do something in spring to roll out for fall.
- Jessica suggested talking with Lindsay about priorities, to see if there is any money for student success to work with IRA to establish benchmarks this year.
- Andrew suggested inviting Diana Balgas, co-chair of semester conversion co-curricular and student support subcommittee to come and discuss how to assess U-Hour.
- How can we work with new faculty as a cohort for year one or year two, to make these workshops something that is offered to them.
- Jessica discussed Overlays
- Andrew will follow up to update goals. Planning for support for the first semesters will be important.
- Suggestion for a workshop designed around interest seekers.
• Mary recommended thinking about whether this committee will continue next year. If not, what does it look like? As we think about ideas for next year we must be careful of what we set up.
• Jessica’s suggestion: think about having those descriptions and schedules. Dianne volunteered to work with Jessica next year.
• Margaret asked if final exams are done in the traditional format. Thinks this is an ideal opportunity to have a final exam workshop for undergrad.
• Jessica said a lot will depend on class size. Have to think about how to write a good multiple exam, think we should offer the whole smorgasbord.
• Discussed final exam week and formative assessment: Julie G. mentioned a final exam week where you say you do not have to show up. Is there any sense of redoubling that commitment?
• If we are going to have formative assessments must make sure students are getting feedback.
• Kate Strom, Mari Gray talked about polling, group knowledge, testing and assessing what people know then shaping how you teach them…they might be good folks to pull in for how to increase testing. Mari Gray is not the person, Kathrine Hayes
• Julie G, abcd cards, etc…ultimately summative feedback will occur…it’s on us to say what the roles are, and that we are going to be grading our students at any given time. Must make the distinction so students know where they’re at. Still doesn’t address grading.
• Suggestion to have workshop on grading on assignments.
• Workshop should be about 15 weeks, how do we incorporate opportunities? How do we fit in summative assessments?

**New Business**

• Maureen would like to come to the Oct. 11 meeting to provide thoughts on faculty development and semester conversion
• Andrew will send her an email.
• New AVP, Jake Hornsby’s high priority will be IT projects that support student success.