

Faculty Development, Assessment and Improvement Committee

Minutes 8-15-18

Draft submitted by Karen Jensen

- I. Meeting called to order by Sarah Stanley at 10:02am.
- II. Present: Sarah Stanley, Nathan Belz, Mike Castellini, Jessica Skipper, Karen Jensen, Sean Topkok, Meryem Udden, Sarah Lewis, Gabe Dunham, Madara Mason
Members not present: Franz Meyer, Kim McGinnis
- III. Elections - Sarah Stanley and Nathan Belz elected as co-chairs, Karen Jensen as secretary
- IV. Review of last year's report and goals
- V. The Provost was not present.
- VI. Other business - discussion of committee activities, goals, etc. Summary follows.

Sarah S discussed her meeting with the new Provost. Three people are designated with faculty development responsibilities and allocated budgets:

Service workload area - Sarah Stanley - \$8k
Teaching workload area - Madara Mason - \$6k
Research workload area - Richard Collins - \$6k

The committee is tasked with providing direction to these people and coordinating efforts and activities.

From last year's report, it was noted that an ANS representative has been added to the committee; this should be followed up by modifying the committee Bylaws so that this change is permanent.

Blue complaints - Jessica will forward these to Sarah S, who will communicate with the person and possibly have them as a guest to our meeting. Jessica also noted that the ASUAF Senate has offered to assist with encouraging students to participate in Blue.

Nathan suggested an "advising focus" for this year. This may involve inviting both Academic Advising and faculty advisers to our meeting.

Madara reminded the group that they should use Karina at e-learning to help get the word out about events/workshops, etc.

Other ideas for this year included:

- helping depts create graduation roadmaps/flowcharts to assist students,
- create videos of advisers to share with faculty,
- offer advising workshops,
- creating a Faculty Development calendar,

- creating faculty bios to promote faculty expertise to the outside community and to each other,
- ½ day orientation this year,
- spotlight profiles of “old” and “new” faculty,
- “near-peer” mentoring so that each stage of the tenure process assists those at the next level down,
- other mentor development efforts to help with on-going needs of faculty not just “new” faculty,
- social events and faculty learning communities,
- continuing to provide workshops to faculty as Joy did (the successful, most needed ones),
- set up Blue to do exit interviews so admin knows why faculty leave (and perhaps what to do about it),
- provide funds for off campus,
- remote faculty groups to have a social event.

Action items:

1. Make a list of the essential workshops Joy did that should be continued (Sarah)
2. Create a faculty development discussion space (to share housing info which should not be posted on the faculty listserv, according to U Relations, per Jessica) probably Slack. Invite new faculty to the space and create some topic threads. (Madara)
3. Determine who is in charge of what among the tripartite faculty tasked with FD, and how the committee should assist/advise. (committee? Perhaps at next meeting)
4. Blue - look at the idea of exit interview development using Blue, and perhaps get this going by year’s end. (Jessica for technical issues and ideas for questions, committee for support and advocacy to administration)
5. Blue - consider adding questions on advising or other issues that affect students. (committee, with advice of Jessica. Perhaps consult with PAIR or Accreditation team on info needs?)
6. Focus on inclusivity, esp with remote locations, for all activities and events. (committee and each of the three FD assignees)

Focus of next meeting: create subcommittees to work on these issues.

- VII. Announcements: next meeting will be scheduled by Meryem, location, date and time TBA.
- VIII. Meeting adjourned at 11:35?