UAF Faculty Development, Assessment and Improvement Committee
Meeting Minutes
September 25, 2015

I. Franz Meyer called the meeting to order at 2:30 pm.

II. Roll call & Introduction of Committee members

Present: Gerri Brightwell, Candi Dierenfield, Andrea Ferrante, Brian Himelbloom, Kelly
Houlton, Steve Hunt, Duff Johnston, Trina Mamoon, Franz Meyer, Joy Morrison,
Channon Price
Excused: Bernie Coakley, Diana DiStefano, Cindy Fabbri, Chris Lott

III. Short Introduction to FDAI and to expected AY15/16 activities

Franz will provide a link to our Mission Statement and briefly outlined our work on the
electronic course evaluations and how we support Joy's Office for Faculty Development
and UAF eLearning and Distance Education. Franz explained that a subcommittee of
FDAI has been working extensively on the spring pilot, summer pilot and now the full
roll-out of the electronic evaluations campus wide this fall. He stated that this will
dominate the FDAI Committee's efforts this academic year.

IV. Election of committee chair, co-chair and note taker

Nominated, seconded and accepted:

Chair: Franz Meyer
Co-chair: Andrea Ferrante
Note taker: Kelly Houlton

V. News on Electronic Course Assessment Implementation Committee (ECAI)

Andrea passed out two documents to share with committee members on the work of the
ECAI Committee. One document outlined a communication plan from Michelle Renfrew
in Marketing and Communications on how to get information on the electronic course
evaluation process out to students, faculty, staff and administration. Andrea reported that
the spring and summer pilots allowed most of the technical issues to be dealt with, noting
that Sally Skrip and Alex Fitts worked with it mostly on their own during the summer
phase.

Andrea noted that although faculty members are still concerned with response rates, in
comparison to other institutions that have made a switch to electronic evaluations, UAF
has done a great job. He explained that pilot phases are not complete, and unfortunately
students and professors were not all aware of what was happening even though the
information has been on the Faculty Senate website and faculty were asked to provide
feedback on the new question set proposed by the ECAI Committee. He also noted that

faculty can still ask students to bring in laptops or smart phones and "fill out" their course evaluations during class. He also asked that we all provide as much information as possible to our fellow colleagues in our respective departments and colleges. Franz suggested we make use of any department meetings coming up in October or early November. Kelly noted that Andrea has created a Power Point presentation that could be utilized as well. We discussed the desirability of creating a one-page informational handout to give to as many faculty members as possible. Joy stated that we need to do a presentation for the Faculty Senate as well and suggested that we contact each Dean's office in order to get the information out most efficiently.

VI. Upcoming activities of the UAF Office for Faculty Development (report from Joy)

Joy reported that quite a few faculty development activities have already taken place. On Tuesday she will host an informal lunch meeting with new faculty at Bunnell 222. The first Tuesday of October will see a Mentoring Luncheon for mentors and their mentees in the Wood Center. Mike Castellini will be working with Joy on the mentoring process this year. An upcoming webinar on using group activities in the classroom is scheduled for 10:00 am on October 13. The OFD will be focusing particularly on research this semester and will again have Rich Boone talk about his four years at NSF on October 8th. His earlier presentation this semester was largely attended and very popular. The Office of Sponsored Programs will also talk at this presentation along with Rosemary Madnick from the Office of Grants and Contracts. Joy is working with Alex Fitts and Michelle Strickland on providing training to faculty for the Annual Activities Reporting tool Faculty 180. On November 3rd from 1:00 to 2:00 pm Joy and Sally Skrip will present a walkthrough of the eXplorance Blue electronic course evaluation process for faculty.

Joy explained to our new members that she wants to know what the developmental needs are of our faculty. Brian commented that the webinars have been very effective for rural faculty and wondered if presentations can be recorded for later viewing. Joy said she can usually provide an audio recording of most presentations.

Joy is planning a special library presentation for spring semester that will include Steve Hunt from the Bio-Science Library, Flora Grabowska from the Keith Mather Library, and someone from the Rasmuson Library. Look for this in February 2016.

VII. Upcoming activities by UAF eLearning & Distance Education

Unfortunately Chris Lott could not be with us but he emailed a descriptive list of faculty development offerings from eLearning and Distance Education:

Recent Faculty Development Activities

Google Solstice – 3-day event for K12 and Higher Ed to learn to apply Google Apps in the classroom. 118 in attendance, approximately 30 participants form UAF.

Syllabus Workhop – 1-day workshop with open labs in collaboration with OIT. About 20 faculty were helped over the course of the day.

Flipped Classroom Workshop – 1-day workshop on flipping the classroom held by the FLC on Flipped Classrooms. We facilitated training on specific tools for the last half of the day. Two concurrent sessions offered twice in the afternoon (4 sessions altogether). About 17 faculty were signed up for the event.

English Department TA Training – half-day training session with new TAs to help them think about ways to use technology to teach Freshman Composition. Eight TAs and one faculty member in attendance.

Current and Upcoming Activities

Teaching Tips Live – We've done 1 and have 4 more scheduled (see https://iteachu.uaf.edu/category/teaching-tip-live/) Approximately 5-15 in attendance at each depending on the topic.

Fall iTeach – 4-day event serving about 16 faculty in an intensive workshop on October 20, 22, 27 and 29. Applications are open until September 28: https://iteach.uaf.edu/

Third Thursdays – We have 5 of these 1-hour sessions scheduled for Fall in collaboration with OIT. Generally there are 6-12 faculty in attendance depending on the topic. More info on eLearning's Faculty Development Calendar: http://elearning.uaf.eud/go/elearning-facdev-calendar

Open Labs – For Fall and in spring we have 29 2-hour Open Labs scheduled (tentatively) to serve faculty developing and teaching eLearning-supported classes. More labs will be provided during peak development weeks, but generally 2 per week. These labs will be staffed by 2-3 Designers, and more during peak times. OIT will collaborate (most likely) in staffing these occasionally. More information on these will be coming out in the next few weeks.

iTeach Mini Workshops (?) – There will be about 12 of these scheduled throughout the Fall semester. These will be topic-driven, pedagogy-centered topics (similar to Third Thursdays). The workshops are primarily with eLearning faculty in mind but will be open to all faculty and many topics will be good for face-to-face faculty as well. These are in the process of being scheduled now. I will share that schedule as soon as I have it.

iTeach for NRM – we will be providing about 12 2-hour faculty development workshops for a group of NRM faculty and instructors over a six-week span later in the Fall semester. These workshops will, together, cover the core iTeach curriculum tailored to their particular course and delivery needs.

VIII. Other Business
        a. Scheduling upcoming FDAI meetings

Franz will send out a Doodle Poll in order to determine the best meeting time for fall semester.

IX. Upcoming events
      a. Next admin committee meeting: 10/02/15
      b. Next Faculty Senate Meeting: 10/12/15

X. Adjourned at 3:32 pm. (Respectfully submitted by Kelly Houlton.)