

Faculty Development, Assessment and Improvement Committee
Minutes 11-13-17
Submitted by Karen Jensen

- I. Sarah Stanley called the meeting to order at 11:03am.
- II. Present: Sarah Stanley, Steve Hunt, Karen Jensen, Mingchu Zhang, Heather Dahl, Sarah Lewis (by computer), Kim McGinnis, Joy Morrison
- III. Steve Hunt asked for approval of minutes; minutes were approved unanimously.
- IV. Open issues and new business were melded together in discussion of Joy's imminent departure, not yet having a replacement, and elements of the Provost's proposal and the committee's corresponding suggestions. Here are highlights from discussion:

Joy said that because there is no transition, she does not know what will become of her Faculty Development website. She also indicated a large number of books and videos that the library will adopt and make available to both faculty and the new Faculty Development Coordinator or whatever that position becomes.

Sarah S indicated there is still time to get on the search committee for this position, since Provost Henrichs is behind schedule on the hiring process due to other demands on her time. Steve wondered about the number of people the Provost wants on the committee, and it was then decided that Steve and Nathan should be on it, since neither is tenured. Joy said that she knew of two potential candidates for the position.

The group then discussed various organizational concepts as proposed by either the Provost or group members, including the idea of having Faculty Development Associates who offer learning events based on their expertise. Sarah S and Steve both drew possible organizational charts showing the relationships among E-learning, the Committee, the Faculty Development Coordinator, and Associates; Sarah S took photos.

Joy mentioned the UAA model of CAFE and Faculty Fellows, who get a 1 course buyout to offer learning events for faculty.

Committee members liked the idea of Associates being function based rather than representative of schools or colleges, so that one might have grant-writing expertise, one might have classroom teaching expertise, etc. The Associates would apply to serve in this role for a specific term. The Coordinator would develop a list of needs, and the Committee would look at applications from the Associates.

Sarah S has the annual reports compiled by the Office of Faculty Development, and Joy will share computer files with both Sarah S and Steve, including information on mentoring, to be shared with the newly hired person.

Joy mentioned that she shared with Provost Henrichs an idea of proposing to Carol at E-Learning, when someone leaves that department they might consider hiring an academic to replace them, who would also serve in the role of the Office of Faculty Development. That would be a potential future plan though, not happening currently.

Steve clarified that the current proposal by the Provost is a ¼ time, 2 course buyout per semester, with an extra month of salary in the summer in order to prepare for fall orientation. Joy indicated that it's crucial to have this person in place by January to do spring orientation. She also said that she would be in town next summer and can be a resource for the new person with regard to summer activities in planning for fall orientation.

Joy discussed the Faculty Learning Communities, in which faculty could pick a topic and coordinated events, with \$3000, \$1500 for the person, and \$1500 for materials. Funding was not provided last year for these activities. Sarah S discussed the FLC she coordinated called "Communication across the curriculum," and said that all the FLCs resulted in changes and projects. Joy has a file on these FLCs and their reports.

Sarah S discussed her opinion that overseeing mentoring is too much for this position and that this responsibility should be in the Provost's office. Joy said that it was hard to keep track of mentors and mentees, and ensure that those relationships continued. Kim stated that in her work in private industry, she found that it was really up to the mentees to find suitable mentors, and suggested that the focus of the FD coordinator should be on training the mentees with the skills they need to find suitable mentors who are willing to help them. Joy indicated there was a lot of variability in the success of the mentoring program, with much of that depending on the value the Deans placed on it and the faculty they assigned to be mentors.

Steve said that he will keep the group apprised of the progress of the search committee.

V. Stanley indicated the committee will not meet in December unless there is need expressed by members.

VI. Meeting adjourned at 12:03pm.