

# NEW FACULTY COMMITTEE

## Meeting Agenda

**Date:** Monday, June 6, 2022

**Time:** 11:00 AM

**Location:** [Virtual Meeting Room](#)

### Agenda Details:

1. Call to Order & Approval of Agenda
  - Attendance: Erin C. Emily E. Samantha M., Forouzan F, Christyanne M.
2. Approval of May 16, 2022 Minutes
  - Minutes approved with slight revisions - 1) Benefits announcement was approved by committee and will be sent out by Vicki R. 2) Survey was reviewed and approved by the committee and will be emailed to all new faculty by Erin C. 3) Committee decided to have a brainstorming meeting on Monday, May 23rd to discuss final community building event.
  - Motion to approve made by Samantha and 2nd by Forouzan.
3. Announcements/Updates/Introductions
  - i. Potential Funding for NFC ([zoom link](#))
    - Monday, June 6th 10:15-10:45 AM
      - Erin updated the committee that the committee has been approved for funding through the IEPI grant. The proposed funding was to be used for chair stipend in winter and summer months and additional stipends for new faculty participants. Funding was submitted only for full-time faculty and was originally framed as being similar to the summer institute; however, it was expressed the committee has developed a year-long program and would like to keep with this model. Funding is for the July 2022-June 2023 fiscal year. All activities funded through the grant must be equity focused. Center may have additional funding for speakers, written materials and funding refreshments at events.
      - Committee has additional questions for Maria regarding funding and guidelines. 1) Can the chair stipend be divided to also fund other committee members who are willing to

help plan during the winter and summer months? 2) Can we divide the funding allotted to full-time faculty to also provide funding for a part-time track? Could this funding also be divided across events to account for part-time faculty who might not be able to participate the entire year? Erin will email these questions to Maria.

ii. Mentoring Program

- Small gifts were made for faculty mentors who participated in this year's mentoring program.
- Forouzan will email mentors and let them know they can pick up their gift in the academic senate office.

iii. [Benefits workshop](#)

- HSS 165 and email reminder Tuesday, June 7<sup>th</sup>.
  - Committee would also like to add a reminder about the end-of-the-year celebration and survey to this email (this includes extending the date of the survey).

iv. [Employee Survey Data \(Full Time 1-4 Years at SMC\)](#)

- Data provided by Hannah Lawler provides some alternative feedback/data that can be used to help guide future workshop ideas and understand the support needed by new faculty (defined as 1-4 years in this survey).

4. Action Items

○ Final Survey & Community Building Event

i. Recruitment/Participation

- Participation for the final survey and community building event is low. Committee discussed sending personal emails to some new faculty that they have spoken to previously. Emily E. will also send a reminder email through pronto.
- Committee will revisit this next year and see how new funding can be used to increase program participation.

○ Update Meeting Plan

i. outline/presenters

- Erin will create google slides for the update meeting and share with the committee before next week.
- Samantha will share some information regarding the welcome letter.

- Forouzan will share information about the mentoring program.
- Christyanne will provide some information about the Fun Facts and academic support.
- ii. Program overview/progress
  - A brief overview of the year-long program will be provided by the committee.
- iii. Current support & future support
  - Committee will end by thanking HR and the academic senate for their support and potential for collaboration in the future. Some Ideas include the following:
    - Tre'Shawn hosting evaluation meeting with cohort 2021-2022 in the fall.
    - Committee presence in the initial onboarding process
    - Collaboration with survey
- Review of Goals (Accomplishments & Challenges)
  - i. Committee Goals
    - Committee listed some of the accomplishments and challenges under each goal below. This information will be used to draft the end of the year report.
    - **Function:** Contacts new faculty to invite them to participate in a yearlong faculty learning community with other new faculty hires (both full-time and part-time).
      - welcome letter
      - initial onboarding meeting with HR
      - welcome baskets
      - sending emails , announcements on canvas, pronto
      - initial survey - opportunity to gather feedback on the support needed and to give new faculty a voice
      - Challenges include - Low participation and attendance - need to broadcast to all new faculty and not only new faculty experience participants, consider recruiting more committee members from different campuses to serve on our committee - recruiting new faculty to be on our committee (end-of-the year survey)
    - **Function:** Assess and evaluate the first-year faculty experience and make recommendations to the Academic Senate regarding ongoing training, resources and support for new faculty in their first year and beyond.
      - accomplishment - using data from initial survey to inform workshops
        - Tre'shawn to create a workshop on evaluations
      - challenges - Survey participation - suggestion to incorporate the surveys and feedback into events (particularly the initial onboarding event)

- Implementing New Faculty Experience program
  - completed full year-long program
  - developing and implementing and revising program elements
  - Brainstormed new ideas for Fall 2022 which include SMC Day tour in the fall
- Focus on methods that improve participant retention and engagement (also potential future goal)
  - This goal will be extended into the fall.
  - suggestions for improving participation include additional incentives for participation

ii. Senate Goals:

- NFC (New Faculty Committee) will organize professional development workshops for new faculty and share support services and campus resources that encourage effective pedagogical approaches focused on inclusion, equity, diversity, justice, and evidence-based practices.
  - conducted spring and fall workshop which focused on inclusion, equity and diversity
  - the development of the committee has brought attention to the need for community and sense of belonging among new faculty - need for community building events
- NFC will design and organize a faculty learning community that engages new faculty in a yearlong program consisting of professional development, mentoring, community-building activities, and academic support. Emphasis will be placed on teaching excellence and service that embraces inclusion, equity, diversity, justice, and the implementation of evidence-based practices. A central goal of this program is to create a supportive community that encourages faculty retention.
  - As mentioned above the committee developed and implemented a complete year-long program.
- NFC to organize a service fair for new faculty (involving senate committees and FA) to explore opportunities for community engagement and encourage greater involvement in committee work after the first year.
  - Committee organized the first service fair which brought FA and academic senate committees together.

5. Additional action items (if time) - Items were postponed to next meeting.

- Summer Planning
  - i. EEOP Workshop (Fall)
- First fall meeting
- Elections

6. Comments

- Samantha mentioned a potential resource for future workshop - Mike Walsh - can speak to a variety of topics.

7. Adjournment : 12:37 PM

Upcoming Events: Benefits Workshop - June 9<sup>th</sup> 11 am to 12:30 pm.

Ideas for next year: - PDC Conference Proposal, Tre'Shawn Evaluation Meeting (Fall - Cohort 2021-2022)

Interesting article: One Busy Day! A Critical Analysis of New Faculty Orientation Programs

<https://files.eric.ed.gov/fulltext/EJ1315490.pdf>



**SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2022 - 2023**

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LEGEND	
<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> First day of semester or session	<span style="border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> College Holiday: Campus closed-classes not in session/campus & offices closed
<span style="background-color: gray; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Finals Schedule	<span style="border: 2px solid red; display: inline-block; width: 15px; height: 10px;"></span> Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days
<span style="border: 1px dashed black; display: inline-block; width: 15px; height: 10px;"></span> Legal Holiday (Broken box, date is bold & red): Classes not in session/campus & offices closed	[ ] Classes NOT in Session, BUT campus and offices are open
[If Friday is a legal holiday, there is no class on Saturday; if Monday is a legal holiday, there is no class on Sunday.]	