

NEW FACULTY COMMITTEE

Meeting Minutes

Date: Monday, Sept 12,, 2022

Time: 11:00 AM

Location: [Virtual Meeting Room](#)

Members In Attendance: Erin Cue, Andria Denmon, Emily Elam, Forouzan Faridian, Samantha Manuel, Christyanne Melendez, Duc Pham, Vicki Rothman

Guests In Attendance: Kas Metzler - Kinesiology

Agenda Details:

1. Call to Order & Approval of Agenda
 - a. 11:07 AM
 - b. Emily made the motion and Vickie second
2. [Approval of Aug 29, 2022 Minutes](#)
3. Announcements/Updates/Introductions
 - a. Introductions
 - Committee members gave introductions consisting of name, year, and advice that they told themselves at the start of the semester
 - Committee met potential new member, Kas Metzler
 - b. Chair Updates
 - [First Friday Presentation](#)
 - NFI is the first pilot collaboration for the Teaching for Excellence Center
 - Jam Boards were used to collect feedback from attendees regarding how the center should be
 - [Academic Senate Goals](#)
 - Four major goals that AS has implemented. NFC needs to reflect on how the committee will address each of these goals
 - a. Equity and redesign - close equity and achievement gaps for Black and brown students
 - b. Professional development -

- c. Distance Education - Collaborate with AA and Student Services to make SMC the leading provider in equitable, high quality distance education
 - d. Enrollment and Retention - Develop and advocate for versatile options of instructional programs and student support
- Forouzan suggested that information regarding the usage of surveys to help gather data from students to support new faculty in their learning journey
 - Erin seconded the importance of surveys and thinking intentionally about what type of information is being gathered and how that might improve student success.

4. Update Items

a. NFI invitation

- Committee members need to add the new tracks on Canvas (full-time & part-time)
 - Erin displayed the Full-time track. New faculty are already engaging with the new Canvas shell and providing introductions
 - 18 of 27 new faculty have enrolled into the digital learning committee (Max 25 FT faculty can be supported)
 - 5 part-time faculty (Max 10 PT faculty can be supported)
 - Emily and Samantha were instrumental in helping Erin to make these two tracks in canvas
- Reminder Email

b. SMC Amazing Race

- Samantha went to all planned locations to see if all locations will be open. The bodega will be closed, but they will provide information in the form of flyers and window displays
- A total of 8 people have RSVP to participate 2 or 3 teams
- NFC will be able to provide lunch
- The end of the race is at the president's office
- Envelopes need to be stuffed with location details
- There will be 11 places that participants need to find
- Forouzan will purchase the black and yellow balloons and fill them with helium
- Erin demoed the clue cards
- NFC will need to unlock the student center and be responsible for that?

5. Action Items

a. First Fall Meeting

- Meet the Monday of professional development to have more time for preparation and approval

- 6 out of 7 vote?

b. Vote on Fall 2021 Meetings – Currently 1st and 3rd Monday at **3:00pm**

- Change meeting schedule to every other monday

- Unanimous decision

- The correction to the time will be made on the website. Meetings will continue to be at 11 AM

- Erin will continue to send out the calendar invites

c. Welcome Basket Meet-up

- Thursday 9/15 for organizing. Duc and Forouzan offered to help

d. Amazing Race Volunteers

- 10-12 AM?

e. Changes to Canvas Shell

f. Upcoming event: Student Services Center Tour - Oct 21,2022

6. Comments

- a. No comments or feedback. Next meeting will be 9/26 at 11:00 AM

7. Adjournment

- a. 12:14 PM

Upcoming Agenda Items: Review of Goals



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2022 - 2023

JUNE 2022						
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LEGEND	
	First day of semester or session
	Finals Schedule
	Legal Holiday (Broken box, date is bold & red): Classes not in session/campus & offices closed
	College Holiday: Campus closed-classes not in session/campus & offices closed
	Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days
	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.]	