

# NEW FACULTY COMMITTEE

## Meeting Minutes

**Date:** Monday, September 20, 2021

**Time:** 11:00 AM

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

### Agenda Details:

- Call to Order & Approval of Agenda
- [Approval of August 30, 2021 Minutes](#)
- Announcement/Introductions
  - a. [EOY Report](#)
- Discussion
  - a. Welcome Survey/Welcome Basket Distribution
    - 12 out of 30 new hires completed the survey
    - 10 responded "yes" to participating in the NFC program
    - 2 responded "maybe"
    - Welcome gift
      - NFC members will volunteer to deliver gifts
      - Sign-up sheet will be provided.
  - ii. Part-Time/Full-Time Canvas Shell
    - Based on survey responses, new faculty were invited to enroll in the New Faculty Experience Canvas shell
- b. Goals
  - i. **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).
  - ii. **Function:** Assess and evaluates the first-year faculty experience and makes recommendations to the Academic Senate regarding ongoing training, resources and support for new faculty in their first year and beyond.
    - Reviewed the major goals of the initiative that were outlined in the September 20<sup>th</sup> agenda (Item B)
    - Discussion of additional goals
      - Implementing program
      - Andria discussed the importance of mid- and long-term outcomes
        - i. Mid-term: Focus on methods that improve participant retention and engagement
        - ii. Long-term: Focus on activities that result in the sustainability of the program

- Maggie suggested doing a focus group + FLEX Day style conference/symposium. Andria suggested a simplified small-scale pilot of Maggie's idea
    - All members agreed that there needs to be a separate chat group external to SMC. Original discussion point made by Christyanne
  - Action Items
    - a. Revise Tentative Schedule
      - i. Welcome moved to September
        - NFC members agreed to the adjustments made to the September module schedule
        - Scavenger hunt will be moved to spring (March module)
        - Christyanne suggested keeping the equitizing the classroom discussion post activity but moving it to the end of fall semester. Suggested that it be used as an end of the year reflection activity.
          - Majority of committee agreed with this idea
        - Andria suggested adding the FLEX Day presentation recording to the slides on equitizing courses
        - Forouzan suggested adding time to video.
      - ii. Pre-Program Survey – Review
        - Forouzan suggested adding a question related to preferred mode of communication external to SMC (e.g., discord, what's app)
        - Question asked regarding how data will be used
          - To inform future workshops
          - To gauge any progress made by new faculty members (using post-program survey)
          - To inform academic senate of additional supports needed for new faculty member
    - b. Module Selection/Assignments
      - Discussed each module consisting of 1 resource and 1 discussion board. Each module will be introduced by an announcement
    - ii. Campus Tour – October
      - Vicki volunteered to help lead this module.
      - Brainstorming ideas: Ask top student support groups to share what students come see them for using a small quiz or videos. Host virtual tour to be recorded.
    - iii. Mentoring – November
      - Forouzan volunteered to help lead the mentoring module.
    - iv. Community Building – December
      - Duc volunteered to help lead the community builder.
  - c. Committee Elections

- Discussion around the need for a committee vice chair and/or secretary.
    - This agenda item will be discussed at the next meeting.
  - d. Fall 2021/Spring 2022 Meetings –1<sup>st</sup> and 3<sup>rd</sup> Monday at 11:00am
    - This agenda item will be discussed at the next meeting.
- Comments
  - a. Academic Senate – Returning to Campus
    - Christyanne spoke about challenges related to returning to campus at recent academic senate meeting.
  - b. Gift bags will be available for pick up in the Academic Senate Office. Tamika (administrative assistant) will be present on Monday and Thursdays from 8-5pm
  - c. On Friday, September 24th from 11-1 NFC members can help create baskets in HSS 368 (Erin Cue's office).
- Adjournment : **Time - 12:14 PM**