

NEW FACULTY COMMITTEE

Meeting Agenda

Date: Monday, April 19, 2021

Time: 3:00 PM

Location: [Virtual Meeting Room](#)

Agenda Details:

- I. Call to Order & Approval of Agenda:
 - **Motion to Approve:** Emily Elam
 - **2nd:** Samantha Manuel
 - Motion passed unanimously
 - **Call to order:** 3:03pm
- II. Announcements/Introductions
 - Attendees of the meeting-Emily Elam, Erin Cue, Samantha Manuel, Duc Pham, Vicki Rothman, Andria Denmon, Forouzan Faridian, Christyanne Melendez and Dr. Julie Kanjanapangka.
- III. Approval of [April 5, 2021 Minutes](#)
 - **Motion to Approve:** Emily Elam
 - **2nd:** Samantha Manuel
 - Motion passed unanimously
- IV. Review [Focus Areas](#)
 - **Academic support services-** Discussed a scavenger hunt for new faculty, each month is a new department. It was discussed having a “cheat sheet” of services, for example, where do we print? Another idea was to create a discussion section (or question and answer area) in Canvas homeroom.
 - What are the services available to us as faculty?
 - **Community building activities-** Discussed conducting many types of “meet and greets”. For example, speed dating activity, which allows new faculty to get to know each other.

- **Service activities**- Providing opportunities to learn about Academic Senate, FACCC and advising clubs. Discussed going to different Academic Senate committee meetings.
- Committee decided to add **Student Support Services** as another focus area. Find offices and representatives. It was suggested to know who is in what office, by connecting a face to a name and putting this list in the handbook/homeroom.
- **Welcome/Invitation (contd.)** - Adding an introduction questionnaire to know who the new faculty are. Share questionnaire with HR before distribution.
- **Professional Development Workshops (contd.)** - There will be two professional workshops for Flex day (fall and spring semester):
1) Evidence based practices and 2) Diversity, Equity and Inclusion.

V. Create subgroups

- Subgroups were denoted and teams were started. Also, committee members signed up for individual tasks under each focus area.
- Discussion of objectives/goals, potential partners/collaborations and examples.
 - Plans for next meeting:
 - Share ideas related to assigned task.
 - Finding examples from other institutions, (e.g., San Diego Mesa College).

VI. Action Items

- Confirm next meeting time - Monday, May 3 at 3:00pm.

VII. Comments

VIII. Adjournment at 4:03 pm.

Web page: [New Faculty Committee](#)