

NEW FACULTY COMMITTEE

Meeting Minutes

Date: Monday, May 17, 2021

Time: 3:00 PM

Location: [Virtual Meeting Room](#)

Agenda Details:

- I. Call to Order & Agenda
 - a) **Call to order:** 3:08pm
 - b) **Motion to approve:** Emily Elam
 - c) **Second:** Samantha Manuel
- II. Approval of [May 3, 2021 Minutes](#)
 - a) **Motion to approve:** Emily Elam
 - b) **2nd:** Samantha Manuel
 - c) **Motion passed unanimously**
- III. Announcements/Introductions
 - a) Attendees – Erin Cue, Julie Kanjanapangka, Forouzan Faridian, Samantha Manuel, Emily Elam, Duc Pham, Belen Vaccaro, Maggie Pour, Andria Denmon
- IV. [Focus Areas](#) Presentations
 - a) Discussion of objectives/goals, potential partners/collaborations and examples.
 - **Professional Development Workshops –**
 - Andria suggested offering vouchers for Postmates or Doordash for mentors and mentees hosted first lunch.
 - Erin shared document “Professional Development Workshops – Utilizing Existing Resources

- Fall Flex Day Workshop. Focus Equitizing Your Classes with Options: Utilizing our SMC Faculty Equity Resource Guide (Equity & Diversity Committee) to focus on the following: 1) Developing equitable syllabi. Introduce several syllabi examples from peers or an approved sample syllabus for new faculty. 2) Best Practices in Online Pedagogy.
 - Spring Flex Day Workshop – Role of critical reflection and classroom data in evidence-based and equity-minded decisions. Options: Shell-sharing
 - Duc Pham mentioned equity is different for on-ground versus online teaching. Maggie Pour suggested setting parameters that address both as in hybrid.
 - Forouzan Faridian mentioned that although Faculty resource guide is an excellent document, it was generated before going remote and may be missing vital information.
 - Agreement to move forward with Fall flex 2021 Equitizing Your Classes.
 - Committee suggested that Spring Flex topic be decided after surveying new faculty.
- **Student Support Services**
 - Belen Vaccaro (counselor) shared document on Student Services Area of Focus with objectives/goals:
 - Develop a direct connect for faculty. Contact partners: Silvana Carrion-Palomares & Tiffany Dowd
 - PDC: Flex Day workshop – student services panel and overview of resources
 - GPS Committee – contact Jose Cue & Lori Williams. Focus more than just software basic. Make it interactive.
 - Goal is to have all GPS resources and student services in one place. Use GPS for faculty to connect to counseling.
 - Erin Cue mentioned to add a photo for the contacts.
 - Forouzan Faridian feedback – For all the services we highlight, we should have a representative be available to talk to new faculty about their services and answer questions. Clarify when should GPS be used.
 - Suggestion to make an annual e-binder.
 - **Welcome - Canvas Homeroom**
 - Postponed to next meeting.

V. Action Items

a) Discuss upcoming partner meetings (focus/questions)

- Maria Munoz – Dean of Equity, Pathways and Inclusion (Interim)
- Jason Beardsley - Dean, Academic Affairs (Interim) –
 - Meeting with Jason on 5/20/21 to gather insight on new faculty challenges using Faculty Handbook. Erin Cue and Christyanne Melendez will attend.
 - Maggie Pour mentioned concerns about distinguishing between hybrid or online.
- Professional Development Committee – Flex Day Workshop
 - Erin Cue will present Fall Flex Day workshop idea to PDC on June 1st.
- Equity & Diversity Committee – Equity Resource Guide
 - Erin Cue will present Fall Flex Day workshop idea to EDC and discuss using the Equity Resource Guide.
- Dept Chairs Committee – Mentoring Program.
 - Forouzan Faridian attend Department Chairs meeting on June 4th to present mentoring program and request help.
 - Suggestion made to make a flyer for faculty in addition to chairs for requests #1 (mentor) and #2 (class observation). Give option for self-nomination.
 - Suggestion made to re-word tenured faculty to “experienced faculty member”.
- Confirm next meeting time - Monday, Jun 7th at 3:00pm and Also Monday, June 14th at 3:00pm.
 - Comment made about time conflict with NCORE.
 - Tentative topics/presentations:
 - Academic Support Services
 - Community Building Activities
 - Service Activities
 - Discuss meeting on June 14th

b) [Committee appointments form – \(If new committee members\)](#)

VI. Additional Comments

VII. Adjournment at 4:22pm

Web page: [New Faculty Committee](#)