

NEW FACULTY COMMITTEE

Meeting Minutes

Date: Monday, May 3, 2021

Time: 3:00 PM

Location: [Virtual Meeting Room](#)

Agenda Details:

- I. Call to Order & Agenda
 - **Call to order:** 3:03 pm
- II. Approval of [April 19, 2021 Minutes](#)
 - **Motion of approve:** Forouzan Faridian
 - **2nd:** Christyanne Melendez
 - **Motion passed unanimously**
- III. Announcements/Introductions
 - Attendees of the meeting – Erin Cue, Julie Kanjanapangka, Samantha Manuel, Andria Denmon, Duc Pham, Maggie Pour, Vicki Rothman, Forouzan Faridian, Belen Vaccaro, Robin Daniels, Christyanne Melendez, Domi Piturro, Nina Kato
 - Introductions: Maggie Pour – Languages department (French), Robin Daniels – Film department, Domi Piturro – Art department, Nina Kato – Languages department (Japanese and Spanish)
- IV. [Focus Areas](#) Presentations
 - Discussion of objectives/goals, potential partners/collaborations and examples.
 - **Welcome/Invitation** – Samantha shared Welcome Letter draft.
 - Discussed importance of faculty committees, service fair, bulleted links to services (i.e., payroll, HR, New Faculty page).
 - Suggestion to include message on diversity of students and equity practices, consider how to induct into SMC position.
 - Canvas homeroom started by Emily. Members enrolled using link. May take up to 24 hours.

- **Mentoring** – Forouzan shared a draft of mentorship survey for department chairs. Committee discussed possible incorporation into the Canvas shell and mentorship duration. Mentor/mentee guidelines and structure (meet once or twice a semester). Other areas discussed as possibilities: inter-departmental mentors, shadowing, flex hours for mentor, looking into district-sponsored lunch programs, creating a short list of items that prioritize mentoring needs and goals, video links in Canvas shell.
 - Committee mentioned it is not equipped to take on a full mentorship program.
 - Create a list of faculty courses that are able to be observed by new faculty.
- **Academic Support Services** – Christyanne shared a sandbox of Academic support services with accumulated resources (including health, benefits, retirement, professional development and funding).
 - Suggestion made to include tenure/evaluation schedule with semester reflection, use modules and add discussion board.
- The following items were postponed for future meetings:
 - Professional Development Workshops
 - Student Support Services
 - Community Building Activities
 - Service Activities
 - Discuss part-time and full-time programs.

V. Action Items

- Confirm next meeting time - Monday, May 17 at 3:00pm – 4:15pm
 - May 31st – Holiday (meeting canceled).
 - Jun 7/June 14th - potential meeting dates.
- [Committee appointments form – new committee members](#)

VI. Additional Comments

VII. Adjournment at **4:16pm**

Web page: [New Faculty Committee](#)