

NEW FACULTY COMMITTEE

Meeting Minutes

Date: Monday, June 14, 2021

Time: 3:00 PM

Location: [Virtual Meeting Room](#)

Agenda Details:

- Call to Order & Agenda

Meeting started at **3:04 pm**

- **Motion to approve:** Christyanne Melendez
- **Second:** Samantha Manuel
- **Motion passed unanimously**
- **Present:** Erin Cue, Samantha Manuel, Andria Demon, Duc Pham, Christyanne Melendez, Forouzan Faridian
- Approval of [June 7, 2021 Minutes](#)
 - **Motion to approve:** Christyanne Melendez
 - **Second:** Duc Pham
 - **Motion passed unanimously**
- Announcements/Introductions
 - Erin thanked everyone for all they have done.
- Discussion
 - Welcome Letter/Welcome Basket
 - Committee finalized welcome letter. Letter will be sent to new hires before the first meeting of the fall.
 - Samantha shared the letter intended for new faculty, and edits were made.
 - Recommendation made to locate the SMC diversity statement to replace the community colleges statement. If not found, then existing diversity statement will be used.
 - Recommendations for baskets were also made. This included a book (From Equity Talk to Equity Walk: Expanding Practitioner Knowledge for Racial Justice in Higher Education) and SMC hydro flask.
 - Create a tentative schedule for the year-long program
 - Erin to send electronically for committee's feedback.

- Mentor Recruitment
- Only two so far. WE will reach out at the SMC NCORE discord channel.
- May also request committee members to be mentors if not enough faculty sign up.
- Discuss potential summer planning
- Will start again in the Fall. 1st and third Monday 3 PM.
- Summer planning not a part of contract, so optional (if time). Feel free to email Erin with ideas or feedback.
- Community building activities (if time)
- Postponed to the fall.
- Action Items
 - a) Unfinished Items/Business
 - Professional development for fall flex.
 - Design for canvas shell.
 - Meet with HR to discuss new hires, program overview, and potential funding for welcome baskets.
 - Erin will work on the above items over the summer.
 - b) Vote on Fall 2021 Meetings - 1st and 3rd Monday at 3:00pm
 - Official vote will take place at first meeting in the fall.
 - c) Discuss availability for summer planning
 - Please Email Erin if you are working on something.
- Additional Comments
 - Have a wonderful and relaxing summer!
- Adjournment
 - **4:15pm**

Web page: [New Faculty Committee](#)

New members: [Committee appointments form](#)