

# NEW FACULTY COMMITTEE

## Meeting Minutes

**Date:** Monday, June 7, 2021

**Time:** 3:00 PM

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

### Agenda Details:

- I. Call to Order & Agenda: **3:06 pm**
  - **Motion to approve:** Emily Elam
  - **Second:** Samantha Manual
  - **Motion passed unanimously**
- II. Approval of [May 17, 2021 Minutes](#) :
  - **Motion to approve:** Emily Elam
  - **Second:** Samantha Manual
  - **Motion passed unanimously**
- III. Announcements/Introductions
  - a) Partner Meetings Report
    - **Maria Munoz** – Dean of Equity, Pathways and Inclusion (Interim): Connecting with Maria and making sure that all trainings are cohesive and not overlapping. This committee will be involved in the upcoming center for faculty.
    - **Jason Beardsley** - Dean, Academic Affairs (Interim): The meeting was used to find out which academic programs are important for new faculty to know and request lunch vouchers might be provided for mentor meetings. Notes for new faculty: Reimbursement for @One courses and Distance Education courses available during summer and fall.
    - **Professional Development Committee** – Proposed Flex Day Workshop: Collaborating with EDC - using Equity Resource Guide to create interactive workshop on equitable syllabi and online practices (specifically community building and introducing students to online format).
    - **Equity & Diversity Committee** – In support of NFC using Equity Resource Guide and creating flex day workshop for New Faculty. Kevin (Chair of EDC) will provide resources and work with Erin over the summer.
    - **Dept Chairs Committee** – Forouzan and Erin discussed mentoring program with chairs and asked for help recruiting mentors.
    - **Jamar London** – Academic Senate, President-Elect: Jamar is in support of our committee and would like to join the campus tour with new faculty members. He is also in support of a service fair, introducing new faculty to each committee (and stating what each committee does). This event will take place in the Spring.
- IV. [Focus Areas](#) Presentations
  - a) Discussion of objectives/goals, potential partners/collaborations and examples.

- **Professional Development Workshops – Retirement/Future Planning:** Vicki provided updated on professional development workshops. STRS will come and give a training about retirement and savings accounts.
  - Request a training from Human Resources about increasing steps for the pay scale.
  - **\*\*These trainings need to be separate because of the load of the information. \*\***
  - Add onto our Canvas module, Career Services
- Another training in regard to MProfessor and the knowledge needed from it. As well as tips and tricks of first week and what to expect (such as students trying to crash your course). Suggestion made to also create a demonstration video.
- **Academic Support Services** – Christyanne discussed changes to modules and committee discussed the possibility of only presenting the top 10 academic support services. Christyanne agreed to send modules and create brief survey to see which services are most important during the first year.
- Service Activities – Service fair will take place in the spring. This will be placed on the schedule as a tentative item (needs to be approved by Academic Senate).
- **Welcome - Canvas Homeroom** – Emily, Samantha and Erin discussed changes to canvas shell made during working meeting on May 24<sup>th</sup>. Committee agreed to canvas shell and the year-long program being designed in a course format, highlighting one focus area each month (e.g., professional development, mentoring, etc.) and including monthly discussions.
  - Canvas shell/course has been started and is currently being worked on. We will be running the Canvas page like a course, with modules, pages and etc.

## V. Action Items

### a) Vote on meeting - Monday, Jun 14<sup>th</sup> at 3:00pm.

- Tentative topics/presentations:
  - Community Building Activities
  - Welcome letter
  - Year-long program schedule
  - Potential summer planning
- Committee voted to have last meeting on Monday June 14, 2021.

### b) Vote on Fall 2021 Meetings - 1<sup>st</sup> and 3<sup>rd</sup> Monday at 3:00pm-

- This item was postponed to the next meeting.

### c) Discuss availability for summer planning

- This item was postponed to the next meeting.

## VI. Additional Comments

## VII. Adjournment **4:15pm**

Web page: [New Faculty Committee](#)

New members: [Committee appointments form](#)