

The Center for Teaching and Faculty Development  
Board of Advisors Meeting Minutes  
February 28, 2018  
12-1:00 EB 316

In attendance:

Megan Mackey, Kathy Czynnik, Kelly Jarvis, Leona Konieczny, Lorraine Libby, Reginald Simmons, Joe Farhat, Ned Moore, Kris Larsen, Youngseon Kim, Marian Anton, Carol Ciotto, Tatiana Melendez-Rhodes, Marianne Fallon, Amy Gagnon

The meeting came to order at 12:05 p.m. Marianne Fallon filled in for Glynis Fitzgerald as chair.

### **Review of Minutes**

In the minutes review, Marianne commented on the last BOA meeting's date change and gave an update on the Part-time Faculty Development Day feedback. Attendees appreciated everything and indicated what they would like for future programming.

Joe raised the vote to pass the minutes; Leona seconded. The board passed the minutes.

### **Spring Programming**

Faculty Day—Marianne reminded the board that Faculty Day and the Excellence in Teaching Awards ceremony will be held this year on Thursday, April 19<sup>th</sup> in the Constitution Room. The day will start with LCG presentations, followed by a luncheon, and the EIT awards in the afternoon. She encouraged everyone to attend, and to ask colleagues to attend.

Technique Tuesdays and Wellness Wednesdays—Marianne explained to the board the low attendance numbers last semester and how we scaled down the number of workshops this semester, and are experimenting with different times during the day. Someone suggested recording the workshops and Marianne explained that we did for the last Technique Tuesday and are now looking for an appropriate format in which to edit/publish them. The board also suggested that we have one event, and instead of Tuesdays and Wednesdays, plan it on a Friday and have multiple workshops at the event. Bringing back University Hour was also discussed and how that timeslot may be a good time for events in the future.

The board discussed how to market and promote events at the CTFD in the future and suggested a monthly newsletter in hardcopy using our \$1,000 printing budget and get our promotional materials on to the TV monitors around campus. Ned also stressed that being a board member means coming to CTFD programs and supporting them.

### **Workshops and Events**

Online Learning Workshop (3/22) Marianne gave an overview of the workshop, with times and panelists and what attendees could expect.

Teaching the Class of 2002(8/22)—Marianne explained that this was a major program for the CTFD and it is a full day event happening the week before classes begin and will include a continental breakfast and lunch. Topics include cultural competence, technological expectations, and educational transitions. Amy will reach out to Michelle Malinowski to make sure there are no AAUP conflicts that day.

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**CTFD Awareness Committee Report & Discussion**

The Awareness Committee, led by Kris Larsen, gave a report on their findings and recommendations. The discussed 'badging'—a badge system where users can record their involvement with CTFD programs and be badged for it. We looked at Credly and Ned took us through the website. It works and it is easy to use. To set up an account, the Center would set up one email account and have a few administrators who can access it and add and create badges. Users can print out their badges in a report for their P+T file. Ned said this would work because "people love points." Marianne said that this would be a good idea to partner our badges with the library and the IDTRC.

The board unanimously recommended that we start doing this and to take the following steps: start small with a pilot program, target schools, departments, and deans. Target audiences through marketing campaigns. Ned will send the board a link to join Credly from the mock account so they can see how it works.

**Learning Community Group Updates**

LCGs are gearing up for April's event and are all six are presenting at Faculty Day. Amy will have the official schedule published soon.

**Ideas for 2018-19 Programming**

Marianne raised the idea of presenting a Students with Disabilities workshop for part time faculty but thought to change the topic to something else. Lorraine stated that that topic came up in her department meeting and it was worthwhile to pursue. Marianne asked the Board whether faculty members should be involved in that workshop. Lorraine said we need to open a space where p/t faculty can have a forum to discuss, and Reginald thought a faculty member who has experience should be involved. Board discussed different ways to offer the workshop. We eventually decided to hold it in the distance learning room (4<sup>th</sup> floor Library) as a live-program with remote access capability – essentially, a live webinar that will be recorded made available to faculty.

Other ideas for future programming included a forum on work-life balance and our 2018-19 theme of Writing across the Disciplines.

**New Business**

There was no new business. Meeting adjourned at 12:51.

Respectfully submitted,  
Amy Gagnon