

The Center for Teaching and Faculty Development
Board of Advisors Meeting Minutes
December 6, 2017
12-1:00pm EB 316

The meeting came to order at 12:04 p.m.

Attendance:

Glynis Fitzgerald, Marianne Fallon, Kelly Jarvis, Youngseon Kim, Megan Mackey, Marian Anton, Leona Konieczny, Tom Vasko, Kris Larsen, Nidal Al-Masoud, Tatiana Melendez-Rhodes

Opening Announcement

Glynis reminded board members that they are advocates and ambassadors for the CTFD, not simply placeholders. Board members need to better advocate for the CTFD and its programs by reaching out to those who need help (e.g., junior faculty) and bring them along to programs.

Programming Wrap-up

Marianne reported the attendance numbers of the CTFD's Technique Tuesdays and Wellness Wednesdays. They were for the most part, low, although we tried to align program topics with the answers in the CTFD survey (collected at the beginning of the semester). The board reasons for poor attendance (e.g., time and location, overly ambitious programming, food). In the spring, the CTFD will do one program per month and switch up the time of the programs. Also, most p/t faculty work at night and getting to things in the day is difficult. Specific p/t programming will be developed.

Marianne will reach out to Michelle Vancour (SCSU's CTFD director) to find out what works for them there. Board members agreed that CTFD programming associated with P&T would raise interest/attendance. Further, "badging" or some form of recognition is very important to P&T and would benefit faculty's portfolio.

Glynis said that fewer than 1% of the faculty responded to the survey and Kris Larsen suggested that it go out at a different time than it did: two weeks prior to the semester and two weeks into the semester was bad timing. She suggested that the third week of the semester was the best time to try to reach faculty.

Glynis talked about the suspended 'University Hour' and that it will come back in the future, and that may be a good time to schedule programming.

Report from the Bylaws Committee

Megan Mackey reported on the new CTFD Bylaws (attached). The committee kept most of the current CTFD language, but removed references to students. The main changes were to the membership. Membership needs capping, equal representation across schools, engaged members who will serve as ambassadors to the Center, and yearly evaluation. The board discussed how to choose new members. The Bylaws committee will continue to work on the language of the document. Glynis suggested an ex-officio member serve on the Bylaws committee.

Report from the Awareness Committee

No report. Marianne discussed that the members of the committee need to meet and that someone on the committee needs to initiate a meeting. The goal of the committee is to increase awareness of the

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CTFD, and its events in particular. They need to develop a strategy to streamline Center communications. After the meeting, Kris Larsen volunteered to help organize subcommittee members.

Spring Programming

Marianne discussed the four major programs for the Spring—P/T Faculty Development Day on 1/11, Faculty Day and the EIT Awards on 4/18, Technique Tuesdays and Wellness Wednesdays, and the Online Learning Workshop. The board agreed to keep TT and WW programs on Tuesdays and Wednesdays, but stagger the times to reach more people. The Online Learning Workshop (“What is the Future of Online Learning at CCSU?”) is the Center’s showcase event. Marianne invited faculty who serve on Senate committees with stakes in online learning, faculty who have worked extensively online, Jennifer Nicoletti from the IDTRC, and Glynis who will discuss administrative aspects of online learning and funding mechanisms. Board members are invited to participate – contact Marianne. There are two tentative dates for the workshop, February 22 and March 22, from 3:05-4:30. A formal decision will be made shortly and Board Members will be notified through e-mail.

Faculty Day will be held on Thursday, April 19, 10am until 3pm in the Constitution Room. Presentations from current LCGs will be featured in the morning, lunch will follow, and then the EIT award ceremony will commence.

Amy will work with Marketing and Communications to add all new board members to the CTFD website. Glynis reminded members that they can update their own webpages to reflect any accomplishments they would like to highlight.

Dates for the Spring semester CTFD board meetings are January 24, February 28, and April 11, at 12pm in the CTFD conference room (EB 316).

New Business

Marianne urged the board to think about the direction of the CTFD: Does the Center want to think about faculty development more broadly? Do we want to develop resources for faculty who want to become departments chairs, get involved in community engagement, help with sabbatical proposals, and P&T files? She charged members to think about how the CTFD can broaden its offerings to more than classroom work.

Meeting adjourned at 1:00 p.m.

Respectfully submitted,

Amy Gagnon
December 7, 2017