

Board of Advisors Meeting Minutes
March 2, 2017 12:00 – 1:00
CTFD Conference Room EB 316

Present:

Tom Vasco, Jason Snyder, Paloma LaPuerta, Shelly Jones, Lorraine Libby, John Tully, Glynis Fitzgerald, Amy Gagnon

LCG Additional Funding Request

Karen Ritzenhoff's \$300.00 for Media Literacy Across the Curriculum was approved by the board. She will be using the additional funding to procure a speaker for a workshop her group is holding.

Upcoming Events

There are two upcoming events in addition to Faculty Day. One on March 8 (Is It All Possible? Work-Life Balance for Faculty with Small Children) and one on April 10 (From Questions to Confidence: A Practical Approach to Facilitating Conversations around Biased Comments in the Classroom). Glynis noted that she was disappointed in attendance at CTFD events so far, but will be going to Faculty Senate on Monday (3/6/17) to promote the CTFD and its importance to the University.

CTFD Co-Sponsored Events

Sharon Clapp from the Library requested \$250 from the CTFD for a co-sponsor spot for their *OER Lunch and Learn*. Glynis mentioned that this would be in addition to Clapp's LCG funds and that this would make the OER initiative the CTFD's largest single support initiative. We discussed the value it adds and the board agreed to fund the amount.

Faculty Day and Excellence in Teaching Awards Planning

Amy is starting to plan this year's Faculty Day event and is going to confer with Matt Orange for the EIT Committee moving forward. Board had a lot of good ideas to promote FD this year, as well as a lot of good suggestions on how to make it run well. If we expect the same number of people from last year-that would be about 70 people. Paloma mentioned how nice it was to be among your colleagues on that day, so we talked about promoting it to departments that include the nominees and will work on sending a special invitation to them. We mentioned that the day IS a celebration of faculty and should include part-time and full-time faculty. In order to make it more celebratory, John suggested that we have music (a trio or chamber music) during lunch time. We also voted yes on wine, although there was some discussion of its necessity and cost at the function. We also discussed who to invite (Chair of the Education Committee, Department Chairs, and others) who could attend and share a table with President Toro. The board also discussed sending out a press release, invite the press, and alert the news so that the day reaches the wider Connecticut community and showcases teaching and education. For the majority of the above, Amy will work with Matt. One item that the Board pressed was the timing of the day and keeping to schedule. Amy, is working directly with the LCGs will work on time-management in order to keep the day running according to schedule.

New Center Update

Board approved items for Center including easel, whiteboard, coat rack, and clock. Glynis said that we have the opportunity to order custom furniture through Facilities that won't hurt our budget so we chose finishes for the new tables and textiles for the chairs.

Subscriptions

Amy suggested a few paid subscriptions that the CTFD might use, but will check with the library database in case the University is already a subscriber. Glynis mentioned that there are paid packets of faculty training that might serve well in the CTFD and Amy will research if those are feasible.

Board Terms

Board discussed terms and that the entire board is scheduled to rotate off. We discussed how to procure new members and how to get people who want to serve, rather than agree to out of obligation. Board made suggestions to approach Deans/Chairs to recommend people (Shelly), extend the invitation to EIT awardees and Honor Roll recipients (Lorraine), ask the LCG leaders as we are already investing in them and they are invested in teaching (Jason). In order to invite EIT awardees, Glynis suggested that we send a congratulatory letter to semi-finalists and invite to board. One thing the entire board agreed on and felt necessary is the need to have pre-chosen board dates—three in the Fall and three in the Spring. Amy will work on finding dates. The Board also suggested staggered appointments so that the while board does not turn over at the same time. Glynis asked if someone would stay for a short time with new members and Lorraine agreed to stay on.

Budget

Board looked over budget, it is on target and there were no problems.

ACUE

Glynis and Amy discussed their recent ACUE meeting (www.acue.org). Board has questions and concerns about what it is offering and if it is something needed at the University. More information is needed before there is buy-in. Amy will find a contact at SCSU who is testing it now and set up a conference call for the next board meeting.

Respectfully submitted,
Amy Gagnon