Members Present: Carroll (Chair), Malak (Vice Chair), Bathe, Folger, Schupback, K.Shaw, Somogye

Members Unable to Attend: Bradley, Chapman, Coughlin, Dotta, Marx, McCauley, Migotsky, Wardell

Activities:
Chair Carroll noted that due to time constraints, Todd Simeone will be unable to continue as a Team member.

Minutes:
The minutes from 6/21/06 were corrected and approved and will be posted on the Team website.

Review:
Decisions from 6/21/06 were reviewed: cohort of 5-10 adjunct faculty; 2 hours week for 6 sessions. Topics:

a. Overall Orientation to HCC
b. Syllabus/Grading/Rubrics/Feedback/Classroom Assessments
c. Tutoring/Midterms
d. Library Resources for faculty and students
e. Technology in the Classroom (simulations, podcasts, powerpoint, create their own technology, etc.)
f. “Teaching Situations”: Motivation, Best Practices, Examples from other instructors, course management, running group discussions, etc.

Paul will speak with Allan about Compensation models

New Issues:
Lisa introduced a similar topical model with the following Topics (see website for details):

a. Orientation
b. Instructional Issues
c. Tips and Tricks
d. Midterm Concerns
e. Best Practices, Critical Thinking
f. Technology

Ed will work to combine the two lists.

The group decided that the first session will be 2 hours of the regular 3 hour Orientation session for New Adjunct faculty on Wednesday Aug. 9th. IT will have the group the night before. The session must be both broad enough for all participants to get what they need and a building block for those who continue in the faculty academy program.
New Issues (Continued):
The group spent a lot of time brainstorming about what the first two hour block would look like. Topically:

a. Syllabus: Master Syllabus, Teaching Syllabus, What’s required vs. Optional, Grades (HCC grade descriptions), Attendance (midterm rosters)
b. Tours: Classrooms, IDC, Library, Student Services, Testing/Tutoring Center, Student Appeals, Disability area, Computer Labs: each area would have 5-7 minutes for a handout and show and tell and candy.
c. Topics: What to do the first day of class?

Key question: How do we integrate these three (Syllabus, Tours, Topics) into our initial orientation session with faculty?

Create binders for them so they can collect information as they move on the tour or hear about content.

Janice agreed to contact:
Celeste Bradley, Anita Moore, Johnny tenBroek, and Verona Barr to ask if they could prepare/talk to faculty about Student Serviced, Disability Services, CAS and Assessment respectively
Laura Duval to ask if she would consider presenting syllabus information to faculty

Lisa agreed to forward some ice breaker ideas for the first day of class.

Team Meeting Times for Rest of Summer:
Wednesday’s 3:30-4:30. Come as you can and give feedback whenever you wish.
Reminder that the Faculty Academy Website is http://www.heartland.edu/aqip/facultyAcademy.jsp

Next Steps for Team:
Forward any ideas and resources, lists, etc. to Paul for inclusion in our website and our “binder”
Paul, find out list new adjuncts and their schedules.
Team will continue to think about content areas and logistics