

**Faculty Academy Team
Minutes 7/16/07
CCB 2011 12:00-1:30**

Members Present: Bathe, Bradley, Carroll (chair), Folger, Malak (vice-chair), McCauley, Marx

Members Unable to Attend: Chapman, Dotta, Schupbach, Shaw, Sweet

Minutes: There were no new minutes

Review

New Faculty Orientation (Full-Time Faculty): Team members reviewed the schedule for New Full-time faculty orientation. Folger asked ASC Associate Dean Padriac Shinville if the team could have time during the ASC tour on Wednesday, August 7th from 3-4:15. Padriac said yes, therefore the ASC tour will last approximately 35-40 minutes. We then will excuse the non-faculty new full-time employees and spend the remaining 35 minutes with these faculty in the IDC going over “expectations for the first day”. **Ed Carroll agreed to facilitate this discussion and would ask Laura Duvall if she would like to co-present.**

New Faculty Orientation (Adjunct Faculty): Team members reviewed the proposed schedule for New Adjunct faculty orientation scheduled for Wednesday, August 8th from 5-8:30 in CCB 2011. Lisa noted that the distributed schedule shows the time from 5-8. **Paul would double check that the time is scheduled until 8:30. (I did, we’re fine)** The sample flyer was distributed. The team asked if faculty would tour the WDC. **Paul will find out. Paul will double check with HR, VP Saaf, and the tour stop folks as to their availability and any handouts. Janice volunteered to guide the tour again this semester. Ed volunteered to present the “Preparing for your first day” session and will ask Laura Duvall if she can co-present.** Celeste reminded Ed and the group that different students respond differently to different types of syllabi and that faculty should understand that pros and cons from the student perspective of such syllabi. The group suggested that Ed and Laura’s presentation does in fact address this and that Ed and Laura would be sure to continue to emphasize these issues during their presentation. Finally, the team reviewed the folder handouts from the previous semester’s orientation and agreed to essentially follow the same format including using the same evaluation form (**Janice may suggest some improvements**). **Lisa volunteered to check with names on the syllabus contact sheet to see if they are still willing to serve as a syllabus contact for new adjunct faculty.**

Fall 2007 Faculty Academy: Team members reviewed the Faculty Academy brochure to be handed out to adjunct faculty and full time faculty with 3 or fewer years of HCC experience. The orientation sessions for new adjunct faculty should read Aug. 6th (for IT) and Aug. 8th (for ASC) (**I made that change**). The group also suggested that we omit the 8-10 pm time option and add 2-4 and 3-5 options. **Paul will make these changes on the**

brochure and in Ed's letter to the faculty. Paul will remain the point of contact for Faculty Academy participants through the Fall 2007 semester. Paul reminded Ed that we will use his letter of invitation from last year to send to faculty. The team also suggested that we may wish to have 2 faculty academy cohorts if there is enough demand. Ed asked when the next campus conversation day is so that we can be sure to publicly display and thank our team members. **Paul will find out the date.**

Faculty Academy Transition to the IDC: Janice distributed a document that organized and summarized the steps to implementing Faculty Academy I and II for the new IDC person yet to be hired. The group suggested that full-time faculty could/should perhaps be paid for both presenting and for attending at the same rate as adjuncts (\$10/hr for attending; \$30/hr for presenting). **Paul will speak to Padriac and Allan about this.** Janice encouraged the group to send any changes or additions to Paul or Ed for inclusion in the final document. Paul will work with Ed and Janice to finalize the document. Finally, the group talked about the need to create an advisory board for the Faculty Academy to take the place of the AQIP project team. **Paul will send an email asking for members once the semester starts.**

Some Final To-Dos: Paul noted that we have several more to dos that can be accomplished by the team of Paul, Janice and Ed and shared via email with the rest of the group. We'll need to write up our yearly AQIP report due mid-September and then our final AQIP report due by December. We'll need to write up any internal report. In advance of the final report we'll need to conduct an assessment of program impacts for FA I and FA II (Janice may have some specific suggestions for this part).

Janice, Ed, and Paul again thanked the committee for all its hard work over the past 12-14 months and agreed that the committee would no longer need to meet as an AQIP project team. The updates on the final activities would be shared with the committee members via email and committee members were encouraged to consider serving on the IDC Faculty Academy advisory group to be convened in August/September.

Ed adjourned the meeting.