

Faculty Professional Development Committee

Minutes

January 12, 2021

Zoom

2-4 pm

Attendees: Jeanne Hopkins, Katie DiSanto, Tom Geary, David Wright, John Morea, Monica McFerrin, Carolyn Satz, Missy Comer, Jenefer Snyder, Renee Hosang-Alleyne

- I. Call to order. 2:12pm by Jeanne Hopkins
- II. Approval of Minutes from December 2020 - Tom suggested “Jeanne reached out to Lydia Leporte for Faculty Senate Committee for Faculty Academies” – under Section III – to add “funding the academies.” Funding was added to the statement for clarification. Motion to approve as amendments -Tom motion; Second - Carolyn Unanimous vote
- III. Chair’s report by Jeanne Hopkins- Dr. Woodhouse has requested to sit in on Governance Committee Meetings over the next few months and Jeanne will send her the dates of FPDC meetings. Attended the PAPC meeting, however there was not enough members for a quorum and therefore bylaws were not approved. Course evaluations are available, and an e-mail will be sent out to faculty to see student evaluations of courses from Fall 2020.
- IV. Ongoing Business
 - a. New Faculty Academy- Monica McFerrin- Currently working on getting an accurate list of all new faculty. This semester focuses on course content.
 - b. Revised Faculty Academy Update- Jeanne Hopkins- Adjunct Faculty Academy Proposal- Previously the structure was a 10-week program and ran multiple times in different semesters. The feedback was shared from this program and the new proposal includes a 5-week Adjunct Faculty Academy with a different topic each week. The proposal will be presented at the Academic Council meeting on 1/22/21 to Administration for funding. There was discussion regarding approximately how much time is spent on the coursework each week. The intent is to carry the workload of 1 credit class (750 minutes) and therefore would be approx. 2 ½ - 4 hours a week.
 - c. Batten Fellowship Update- John Morea- The suggestions for clarifications and grammar were made from previous discussions. There has been a change of 24 credit hours total vs. previously 30 credit hours (12 credit hours per year rather than 15 credit hours if the awardee elects for a 2-year project). There will be a \$10,000 stipend after the completion of the project. There was discussion on how the credit load would affect teaching and how to avoid overload. For an academic

year, a full-time faculty must teach 30 credit hours per contract so there would have to be an additional 6 hours taught based on the contract. This can pose problems of avoiding overloads if faculty teach courses other than 2 or 3 credits. John would take this information and let Dr. Woodhouse know the feedback from the committee on the changes in credit hours. There was also discussion of the involvement of Faculty Senate in choosing the candidate and whether they were aware of this process. The feedback from the committee was to approach Faculty Senate (get on the agenda for the upcoming meeting) to discuss involvement and how it would be integral in the selection of the Batten Fellow. If Faculty Senate does not want to be involved, then a back-up plan was suggested for the FDPC to become the ad-hoc selection committee for the upcoming Batton Fellow. The next Faculty Senate meeting is on 2/4/21 and John will reach out to Sarah DiCalogero, Faculty Senate Chair, to discuss the Faculty Senate involvement in the selection of the Batten Fellow. Another suggestion was proposed to have a workshop in late March on how to write the application which could serve as another professional development event for the Spring semester. Tom offered to assist with the workshop and will reach out to the Grant office for assistance with the virtual workshop that would be approx.. 1-2 hours.

V. New Business

- a. Learning Institute Report- John Morea – Overall the attendance was 350 people per day with continuous people in sessions throughout the day of 163 on average. There were 212 people attending the keynote speaker on day #1. Overall, the numbers were consistent on both days (slightly less on day #2) and the evaluations for each session were mostly 4 or 5 out of 5 (Likert scale). The videos are on demand at the Distance Learning Resources Website. The plan is to contact Dr. Woodhouse about sending an e-mail to all faculty to get direct access to the recorded session. Feedback from the Learning Institute included “natural flow with presenting the information and great topics.”
- b. Extra FPD Day- John Morea – Academic calendar – There is a plan for an in-service day (FDP workshop) in November. This committee will oversee recommending topics as well as in identifying a theme for this event. At this time, the committee has met 4 out 6 charges presented for the academic year.
- c. Workshop Grant- Best Practices for Teaching Online – Jeanne Hopkins – Workshop Grant funds are available up to \$3000. For the advanced Canvas training, the missing component is the interactions with our students. Jeanne discussed best practices for teaching her on-line students including Zoom availability, videos for students along with responsiveness to communication thought this would be a great idea for a workshop grant. The workshop would need to include a full-time faculty member and an adjunct faculty member. Faculty Senate Development committee annually calls for proposals for Workshop Grants and therefore Jeanne was inquiring about guidelines and the

overall process. Jenefer Snyder gave feedback on a previous workshop that was funded using the Workshop Grant. The suggestion was to file an application for CPD Funding using the CPDF Form. Jeanne will find out more information and then request feedback and participation from committee.

- VI. Items from the Floor- None
- VII. Next Meeting February 2, 2021 from 2-4 pm
- VIII. Adjournment @ 3:15pm. Motion to approve- Katie, Second- Renee; unanimous vote