**Faculty Development and Welfare Subcommittee**

**October 18, 2018; 3:30 pm**

**UC 233**

# **Agenda**

Members: Ashley Allen (SBS to 2020), Don Beken (NSM to 2019), Katie DeFiglio (ARTS to 2020), Calvina Ellerbe (SBS to 2019), Scott Hicks (Director of TLC), Autumn Lauzon (LETT to 2019, Chair), Kathy McAllister (NSM to 2020), Claudia Nickolson (EDUC to 2019), Angela Revels (AVC for Human Resources), Carla Rokes (ARTS to 2019), Melinda Rosenberg (LETT to 2020), Laura Staal (EDUC to 2020)

1. Call to Order
2. Approval of Minutes from April 12, 2018 (Appendix)
3. Adoption of Agenda
4. Elect Secretary
5. Report from the Chair
6. Unfinished Business
7. New Business
   1. Issues from Senate meeting regarding required SkillSoft training plan
   2. Office Hours Policy
8. Announcements
9. Adjournment

# **Appendix**

**Faculty Development and Welfare Subcommittee**

April 12, 2018; 3:30 pm

UC 233

**Minutes (Draft)**

Members in attendance:

Ashley Allen (SBS to 2018)

Scott Hicks (Director of the Teaching and Learning Center)

Autumn Lauzon, LETT (to 2019)

Doug McBroom, NSM (to 2018)

Brandon Sanderson, ARTS (to 2019)

Robin Snead, LETT (to 2018), Chair

Laura Staal, EDUC (to 2018)

Mark Tollefsen ARTS (to 2018)

Calvina Ellerbe, SBS (to 2019)

Members not in attendance:

Don Beken, (NSM to 2019)

Claudia Nickolson, EDUC (to 2019)

Angela Revels, AVC for Human Resources

1. The meeting was called to order at 3:30.
2. The minutes of the March 15, 2018 meeting were approved as circulated.
3. The agenda was adopted as circulated.
4. Report from the Chair:
   1. FIAC met in March. The following items of interest were shared:
      1. Yearly contracts should be coming earlier this year.
      2. Prospect Rd. Renovation is coming starting this summer.
      3. The University College is a go for the fall, and an ad to fill the position of Associate Vice Chancellor has been created.
      4. Advising will take place in the center for student success for all freshmen starting fall 2018, hopefully easing the burden of advising for instructors.
      5. Chairs working on Metamajor concept to create more consistent Gen Ed courses to avoid slowing down those who change majors. Nothing final yet.
   2. FERS raised concerns with the disciplinary statement within each department. There is currently too much diversity by department in how these statements are used. It should be used for Promotion and Tenure, but some are being used for annual evaluations.
5. Unfinished Business:
   1. Our proposed electronic communications statement has passed FIAC and the Faculty Senate.
   2. New Syllabus Checklist to include using the link for syllabi instead of copy and pasting for list into syllabi.
   3. Bravebook 8.3.1 Faculty Career Growth and Succession Planning
      1. Action Item 1 was endorsed with complete agreement from all members present.
      2. Action Item 2: All voted in favor
      3. Action Item 3 was reviewed and discussed as follows:
         1. 3.1 All voted to approve
         2. 3.2 All voted to approve
         3. Requested improvements to 3.3: Instructor Librarian to Assistant Librarian with addition for opportunities for formative, confidential, and comprehensive assessment of teaching (all agreed)
         4. Section 3.4 All approved as is plus adding teaching assessment
         5. Section 3.5 All approved as is plus adding teaching assessment
         6. Section 3.6 All approved with discussion about part time vs. full time lecturer to senior lecturer opportunity.
         7. Section 3.7 All approved as is with addition of revised scholarship requirement for Faculty to Academic Administration
      4. Action Item 4 also approved.
6. New Business:
   1. James L. Hubbard Award
      1. Everyone voted in favor of funding the one application we received for the award for Dr. Ben Bahr
7. The next meeting is scheduled for Thursday, September 13, 2018 at 3:30 pm in UC 233
8. The meeting was adjourned at 4:30.