

NEW FACULTY COMMITTEE

Meeting Agenda

Date: Monday, Nov 21, 2022

Time: 11:00 AM

Location: [Virtual Meeting Room](#)

Members in Attendance: Erin Cue, Andria Denmon, Emily Elam, Forouzan Faridian, Samantha Manuel, Christyanne Melendez, Kas Metzler, Duc Pham, Vicki Rothman

Agenda Details:

1. Call to Order & Approval of Agenda
 - a. Call to Order: 11:03 AM
 - b. Approval of Agenda
 - Motion: Christyanne Melendez
 - Second: Emily Elam
2. Approval of [Nov 7, 2022 Minutes](#)
 - a. Motion: Vicki Rothman
 - b. Second: Samantha Manuel
3. Announcements/Introductions
 - a. [December - New Thanks\(giving\) Event](#)
 - This is a happy hour style event that will allow for a plus one
 - b. [Welcome Gifts/Books](#)
 - Bags for the welcome gifts have disappeared, but the additional books were still in the box
 - Erin will remake the personalized cups for the faculty
4. Update Items
 - a. Mentor/Mentee Meet & Greet
 - 12 faculty wanted to have a mentor, but not all mentors/mentees were able to attend the event due to personal emergency and unexpected conflict.
 - Forouzan was able to coordinate the food and made pamphlets to assist in facilitating conversations between mentor/mentee



[New Faculty Committee Website.](#)

[New Faculty Institute \(Homepage\)](#)

- Erin assisted with the matchmaking of the mentor/mentees
 - Kas was instrumental in securing the Sky Box location for the event
 - More faculty than mentees signed up to participate
- b. Benefits Workshop
- Vickie reported that the benefits workshop will not be able to occur in January since the STRS organization is already booked through January.
 - An alternative date of Feb 3rd has been selected
- c. GPS
- Kas asked at the last meeting how many faculty use GPS?
 - For the 16-week courses, approximately 30 percent of faculty are using this
 - Andria questioned of the 30 percent, how many full-time vs part-time faculty are using GPS?
- d. UCLA Panel
- Tre'Shawn asked if there are any faculty that are interested in participating. So far, Manuel has volunteered. The faculty being targeted are 1st through 5th year status

5. Action Items

a. [Goals](#)

- Vicki led the first discussion of Goal #1
 - Duc suggested that NFI is clarified
- Christyanne led the discussion of Goal #2
 - Emily requested clarification of the involvement with HR
 - a. Erin indicated that the committee was on going to participate in the New Faculty Orientation Panel and not lead the entire onboarding training
- Duc led the discussion of Goal #3
 - Erin suggested changing "first-year faculty experience" to NFI or to something that does a better job of highlighting NFI
 - Vicki suggested that we obtain testimonials so that we can emphasize the value and importance of the program.
 - Kas suggested changing the wording to "Gather data from new faculty participants, both pre- and post institute experience"
 - Kas requested clarification of if the data collected would be qualitative or quantitative in the approach and how the committee will work with the Office of Institutional Research and Hanna Lawler.

- a. Erin indicated that the NFC would develop the questions and work with Hanna Lawler to distribute the survey to participants
- The committee agreed to the changes made to the language in goal #3
 - a. This led to a conversation about funding sources and the need to institutionalize the program. Institutionalization would require conversations with DPAC for long-term planning of the college budget. The need for a dedicated space is also required
- Emily led the discussion of Goal #4
 - No changes or conversation by the committee
- Forouzan led the discussion of Goal #5
 - No changes or conversation by the committee
- Erin suggested revisiting goals at the end of the year
 - Vicki will hold the date of June 1st to discuss these 5 goals

6. Discussion Items (if time)

a. Tenure Workshop

- Erin inquired if there were any ideas to add at the tenure workshop that will occur in the spring
 - Tre'Shawn offered to lead a special workshop for NFI participants
 - a. Andria, Emily, and Kas have offered to share their end of semester review/ self-reflection documents
 - Kas suggested having rubrics for how to evaluate online courses
 - a. CVC-OEI rubric was used as an example
 - Committee discussed the flexibility in the requirements for each department and how evaluations are completed as well as the forms that are used in the tenure process.

b. Spring (Work-Life Balance) Workshop - How DEI practitioners Prioritize Self-care (Work-Life Balance)-

- Dr. Portia Jackson Preston - [Foundations of Personal and Professional Well-being for Educators](#) - In this talk, participants identify major ongoing stressors (e.g. uncertainty, delivery of instruction, availability of support services). They explore how elements of their own identity and lived experience shape their approach to wellness, and identify tools to support their practices as they support students and colleagues. This talk can be customized for staff, teachers, and administrators.
- EEO funds are available and the NFI participants indicated that work/life balance is a major concern

- Committee would like to take the time to review Dr. Preston's resources before deciding on her workshop. Decisions will be sent to Erin by Monday (12/28)
- Emily requested clarification on if Dr. Preston's presentation/event would conflict with Dr. Love. It appears that there will be no conflict.

7. Comments

8. Adjournment - 12:21 PM