

NEW FACULTY COMMITTEE

Meeting Agenda

Date: Monday, March 29, 2021

Time: 3:30 PM

Location: Virtual Meeting Room

Agenda Details:

I. Call to Order & Approval of Agenda

- Time: 3:35pm
- Motion to approve - Sharon Allie; 2nd - Christyanne Melendez

II. Introductions

- Brief introductions made by Emily Elam, Sharon Allie, Belen Vaccaro, Samantha Manuel, Erin Cue, Christyanne Melendez, and Andria Denmon.

III. Appointment of Recorder (for meeting minutes)

- Emily Elam agreed to record the meeting minutes.

IV. Review of Committee's Scope and Functions

- Committee read scope and functions from the committee web page:
<https://www.smc.edu/administration/governance/academic-senate/committees/new-faculty.php>.

a) Discussion of Purpose

- Focus will be on both full and part time faculty. Two pathways may be formed for full time versus part time due to different commitments and needs.
- Equity and inclusion will be the forefront of this committee. Helping new faculty members get to know our students, who we are serving and how we can implement equity and inclusion from the absolute start of our careers at SMC.
- Working with other academic senate committees and departments is another highlighted aspect of the scope of our committee.
- Committee will be cyclic. Those that have gone through our committee will then become mentors, teachers and stay on the committee.
- New faculty will be asked to volunteer their time for the program.

b) Discussion of Short- and Long-Term Goals

- Discussion tabled until next meeting.

V. Action Items

a) Establish the meeting schedule.

- Committee decided to meet twice a month.
 - Structure of meetings will include working meetings and dividing into subgroups.
 - Brainstorm and identify objectives in the first meeting of the month and then showcase ideas/work in the second meeting.
 - Committee will meet Mondays at 3:00pm. Twice a month, 1st and 3rd Monday of each month.
 - Next meeting is April 5th at 3:00 pm.

b) Committee appointments form.

- [Committee appointments form](#) was shared with all members present.

VI. Comments

- Thoughts on a guidebook. A user-friendly guide for new hires.
- Discussed potential funding sources and resources.

VII. Adjournment

- Time: 4:43PM

Web page: [New Faculty Committee](#)